

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000001	Not Eligible for Holiday	The employee is not eligible to be paid for holiday time or holiday compensatory time.	Low	Is the employee eligible to receive holiday pay? If yes, verify paid time was reported the scheduled work day preceding the holiday. For employees on terminal leave, verify paid leave is available the next scheduled work day following the holiday. <i>If the exception is true and valid, allow exception. The exception will be cleared and will not display after Time Administration runs.</i>
TN000005	Reported Time with TN20_Rule	Time was reported using the TN20 rule.	Medium	Review carefully. Verify employee performed non-exempt duties.
TLX00060	Invalid Task Profile ID	The task profile reported is no longer valid.	High	A new task profile will need to be selected from the valid choices located in the taskgroup field. Time must be resubmitted.
TLX00080	Task Profile Not in Taskgroup	The reported Taskgroup is not associated with the reported Task Profile. Will likely occur when an employee transfers from one taskgroup to another.	High	1. Verify employee's Maintain Time Reporter Data reflects the correct information (Taskgroup). If changes are required to the employee's Time Reporter data, contact Edison and/or DOHR staff for assistance. 2. Is this a transfer? If yes, then the time entered for the week of the transfer will need to be entered daily (using the day view on the timesheet) so that the correct Taskgroup (based on the effective date of the change) and Task Profile can be selected and resubmitted.
TLX00440	TRC is Not in TRC Program	The TRC used is not associated with a TRC program as of the date reported.	High	Verify the correct TRC was used. If correct TRC was used, contact Agency T&L Administrator and/or Edison Help Desk.
TLX00450	Quantity Exceeds TRC Limits	The total hours reported exceeds the limits specified for the TRC.	High	1. Verify the total number of hours reported. If the total hours reported were incorrect, correct the hours. Time must be resubmitted. 2. If the total number of hours reported were correct, contact Agency T&L Administrator.

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Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000002	Invalid Rule Element Value	The value entered on the employee's timesheet in the Rule Element field is not valid for this employee.	High	A new rule element value will need to be selected from the valid choices located in the Rule Element fields. Time must be resubmitted.
TN000003	Non Duty Hours Reported	Time has been reported using non-duty TRCs on an employee's scheduled day off or the employee's scheduled hours have been exceeded using non-duty TRCs on a scheduled day.	High	1. Check the total hours reported. Has the employee reported all scheduled hours? 2. Verify that non-duty hours have not been entered on the wrong day, or if non-duty hours are needed.
TN000006	Invalid TRC Used on a Holiday	Time was reported using a TRC that is not valid on a scheduled holiday.	High	1. Verify the TRC used on the holiday is correct. If the TRC used is incorrect, correct the TRC. Time must be resubmitted. 2. If the TRC reported is valid and does not need to be changed, contact Agency T&L Administrator.
TN000007	Employee Using Invalid TRC	The employee reported time using a TRC that is not valid for use by the employee role.	High	Contact Agency T&L Administrator.
TN000008	Timekeeper Using Invalid TRC	The timekeeper reported time using a TRC that is not valid for use by the timekeeper role.	High	Contact Agency T&L Administrator.
TN000009	Supervisor Using Invalid TRC	The supervisor reported time using a TRC that is not valid for use by the supervisor role.	High	Contact Agency T&L Administrator.
TN000010	Agency T&L Using Invalid TRC	The Agency's Time and Labor Administrator reported time using a TRC that is not valid for use by the Agency Time and Labor Administrator role.	High	Contact DOHR staff and/or Edison Help Desk.
TN 000013	Division Using Invalid TRC	The Agency's Division Time and Labor Administrator reported using a TRC that is not valid for use by the Agency Division Time and Labor Administrator role.	High	Contact DOHR staff and/or Edison Help Desk.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000014	Standard Hours <>37.5	The employee's standard hours are greater or less than 37.5 hours.	High	Verify standard hours listed on Job Data.
TN000015	Time Period Mismatch	The exception is generated for one of two reasons: the time period listed on the employee's time reporter data page differs from that of the employee's workgroup or a change to the time reporter data occurred in the middle of the time period.	High	Contact Agency T&L Administrator.
TN000016	Comp Rptd Hrs Vs Schedule Hours	The employee's reported hours for the time period are less than the scheduled hours for the time period.	High	<ol style="list-style-type: none"> 1. Compare the employee's regularly scheduled hours with the time reported on the timesheet. Were all of the employee's scheduled hours reported? 2. Did the employee change schedules? Ensure the employee's schedule is correctly reflected. 3. Is an HR action required? Contact Agency HR Administrator.
TN 000020	Hours Exceed Schedule Hours	The employee's reported hours exceed the employee's scheduled hours or approved overtime hours.	High	<ol style="list-style-type: none"> 1. Did the employee work overtime? If yes, was an overtime request submitted and approved? 2. If an overtime request was submitted and approved, verify the overtime request covers the number of overtime hours the employee worked and hours that exceed scheduled hours (rescheduled time). If the overtime request did not cover the employee's overtime hours, an additional overtime request must be submitted and approved.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000031	Verify Holiday Eligibility	The employee reported leave the day before the holiday, but in fact had no leave becoming ineligible to receive holiday pay.	High	Verify that employee is ineligible for the holiday. The leave taken should step down to leave without pay in Payable Time. Then enter 0.0 hours of HOLVD (Holiday Void) on the day of the holiday to ensure correct pay.

Low Severity Level Exception	Payable time is generated.
Medium Severity Level Exception	Payable time is generated.
High Severity Level Exception	Payable time is not generated. Employee is at risk of not being paid. Action must be taken and time must be resubmitted and processed through Time Administration.



MSS Auditorium

Created on Tuesday, July 01, 2008

Contents:

- Time and Labor Overview
- The 5 Steps for Processing Timesheets



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Time and Labor Overview

Understanding Time and Labor

New Definitions

Employee ID - A random identification number assigned to each State of Tennessee employee that will be the primary employee identifier in **Edison**.

Exception - A condition that exists regarding reported time when it does not comply with Time and Labor Rules. All exceptions require review or action.

Time Reporting Code - A code that is assigned to reported hours on the employee's timesheet identifying the type of time or leave reported (Example: Sick, Regular Hours or Annual).

Time Administration - The core process in Time and Labor that applies all applicable Time and Labor rules to reported time. The end result of the Time Administration is either payable time that will be sent to payroll for processing or exceptions that are not passed to payroll.

Reported Time - The time submitted on the employee's timesheet.

Payable Time - The resulting time after Time Administration has successfully applied all applicable Time and Labor rules to reported time. Payable time is sent to payroll for processing.

Task Profile - Assigned to an employee's reported time to account for payroll costs associated with a specific task. The Task Profile charges the identified time to the appropriate financial chart string.

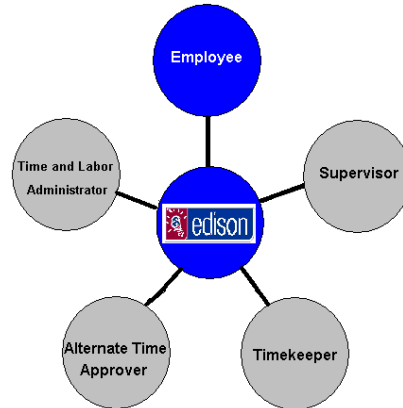
Task Group - Assigned to an employee to determine Task Profiles available for selection on the time sheet.

Procedure

This lesson provides an overview of:

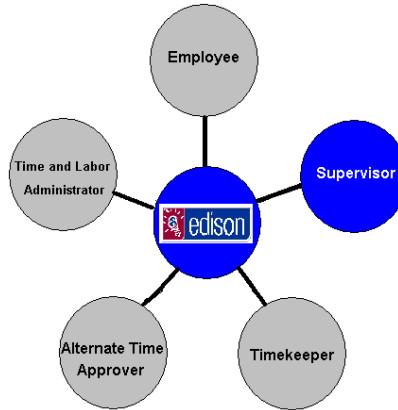
1. The Edison Time and Labor roles and responsibilities.
2. The Edison Time and Labor process.
3. The Edison time approval steps for supervisors.

Edison Time and Labor Roles




Step	Action
1.	Click on Employee . Employee
2.	<p>Employees are required to report time on a weekly basis.</p> <p>The Edison system is designed to allow Employees to enter their time directly into Edison using Employee Self Service.</p> <p>Individual Agencies will advise Employees if they are required to enter the timesheet using Employee Self Service or are only required to complete a paper timesheet.</p>

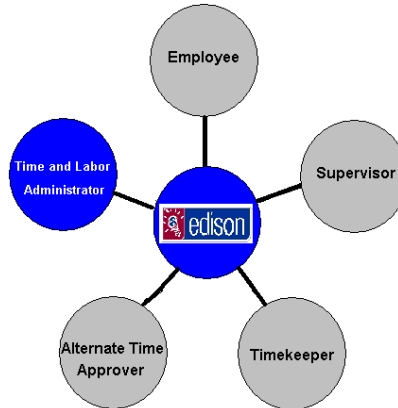
Edison Time and Labor Roles

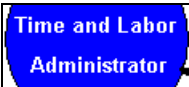


Step	Action
3.	Click on Supervisor . Supervisor
4.	The Supervisor is responsible for approving Employee time on a weekly basis. If the Employee enters their time directly into Edison , the Supervisor will approve the timesheet in Edison using Manager Self Service . All time must be approved in Edison. Your Agency will identify who will be authorized to approve employee time.
5.	Click on Timekeeper . Timekeeper

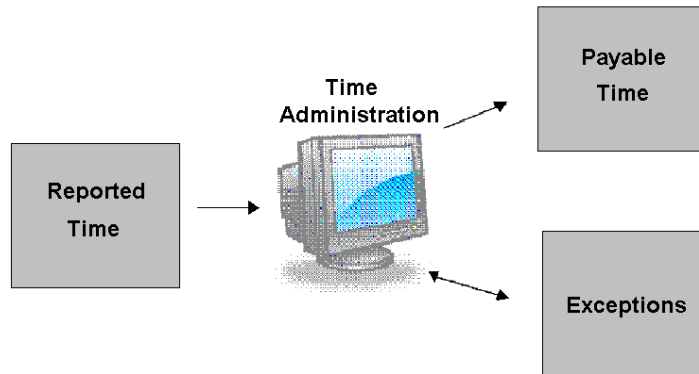
Step	Action
6.	<p>Timekeeping groups have been established in Edison for all Agencies.</p> <p>The Timekeeper will be available as a back-up for Employees using Employee Self Service to input their timesheet information.</p> <p>If the Employee is unable to enter their own information, the Timekeeper can enter the time on the Employee's behalf.</p> <p>The Timekeeper will be the primary individual responsible for inputting time for Employees instructed not to enter time using Edison Employee Self Service. All time entered on behalf of an employee must be documented and approved using the State of Tennessee Employee Attendance and Leave Authorization form.</p>
7.	<p>Click on Alternate Time Approver.</p> 
8.	<p>The Alternate Time Approver has access to approve time for all employees in the timekeeping group that he/she is assigned.</p> <p>The Alternate Time Approver is able to approve time for employees when the immediate Supervisor is unavailable or the immediate Supervisor is instructed to provide approval only on the paper timesheet.</p>

Edison Time and Labor Roles



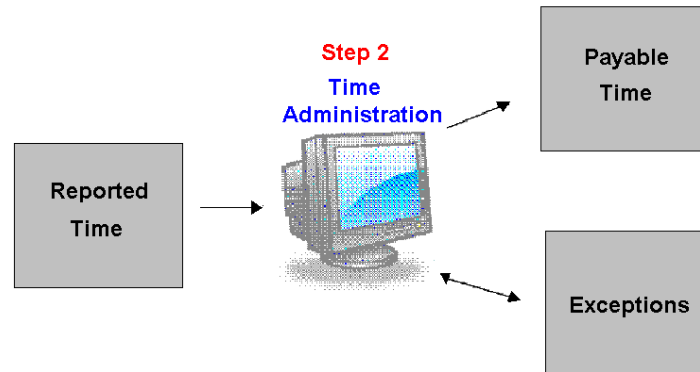
Step	Action
9.	Click on Time and Labor Administrator . 
10.	The Time and Labor Administrator is a divisional or central office role. The Agency Time and Labor Administrator can view, enter, or approve employee's time. The scope of TL Administrator's access is based on the Agency's organizational structure.

Edison Time and Labor Overview



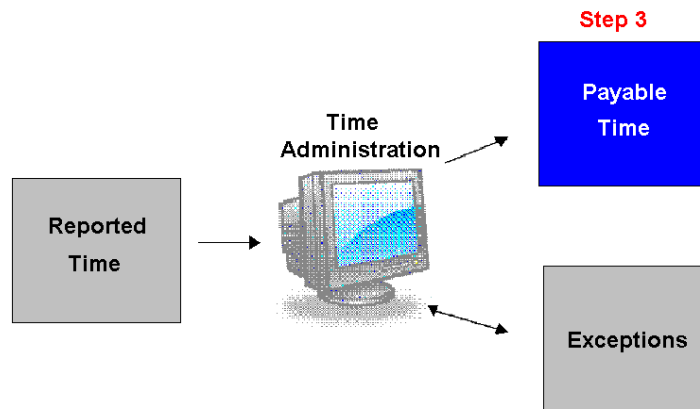
Step	Action
11.	<p>This flow chart is provided to demonstrate the Edison Time and Labor process that takes place prior to the supervisor's approval.</p> <p>Click on Reported Time to begin.</p>
12.	<p>Step 1</p> <p>Hours are entered into Edison by the Employee or Timekeeper.</p> <p>These hours are defined as Reported Time.</p>

Edison Time and Labor Overview



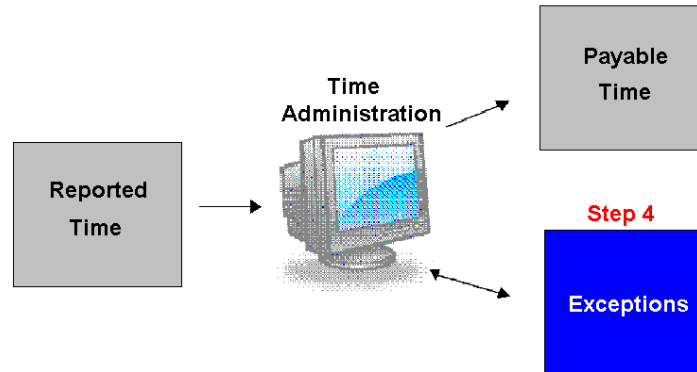
Step	Action
13.	Click on Time Administration . <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Time Administration </div>
14.	Step 2 The Edison system applies the State of Tennessee's Time and Attendance rules to the Reported Time in a process called Time Administration . The Time Administration process will run every night.

Edison Time and Labor Overview



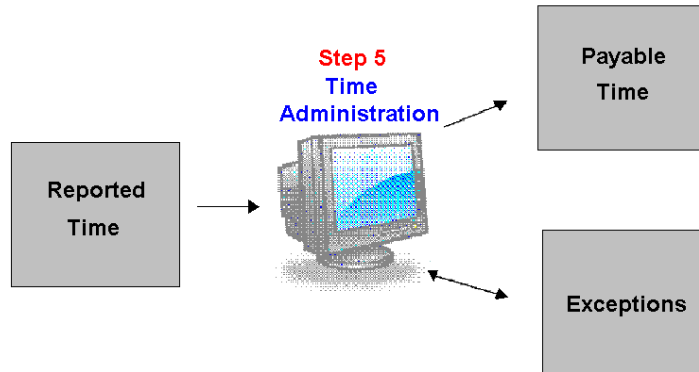
Step	Action
15.	Click on Payable Time .
16.	<p>Step 3</p> <p>The Time Administration process creates Payable Time for all reported time that complies with the Time and Attendance rules.</p> <p>Payable Time is ready for Supervisor approval.</p>

Edison Time and Labor Overview



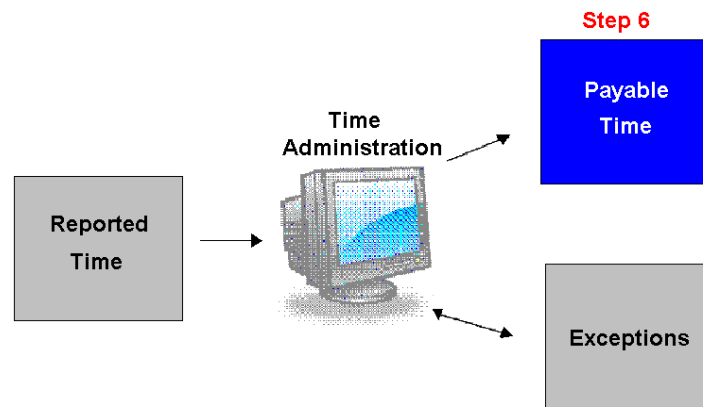
Step	Action
17.	Click on Exceptions . Exceptions
18.	<p>Step 4</p> <p>If the reported time does not comply with the Time and Attendance rules, Exceptions are created.</p> <p>Exceptions must be corrected or managed by the Timekeeper or Supervisor.</p> <p>If Exceptions are not properly managed, the Employee is at risk of not being paid.</p>

Edison Time and Labor Overview

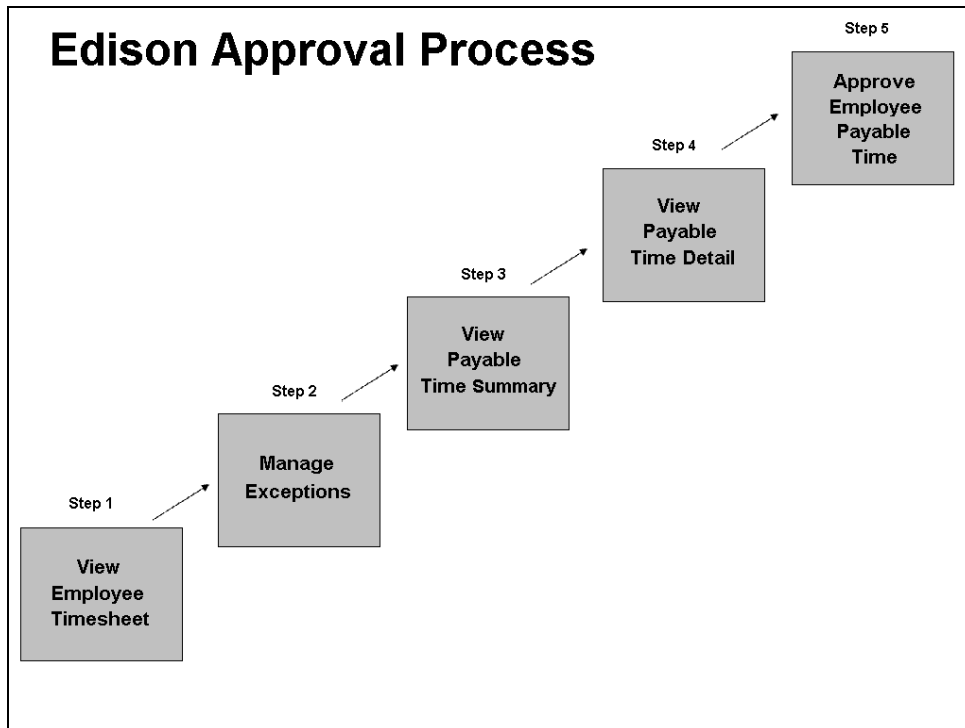


Step	Action
19.	Click on Time Administration . <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Time Administration </div>
20.	<p>Step 5</p> <p>Once Exceptions have been managed, Time Administration will process and reapply the State of Tennessee's Time and Attendance rules.</p> <p>Time Administration will run each night and continue to process time that has been resubmitted through the Exception management process.</p>

Edison Time and Labor Overview

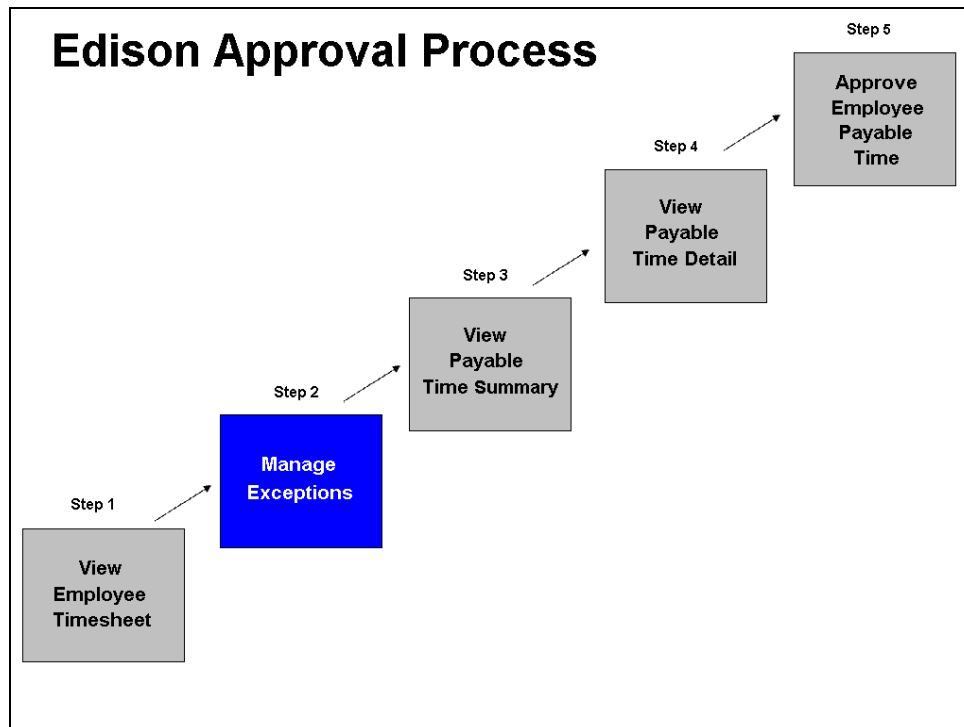


Step	Action
21.	Click on Payable Time .
22.	<p>Step 6 After all Exceptions have been corrected or managed, the Reported Hours become Payable Time.</p> <p>Payable Time is used by Payroll to calculate the Employee's pay.</p> <p>All Payable Time must be approved.</p>



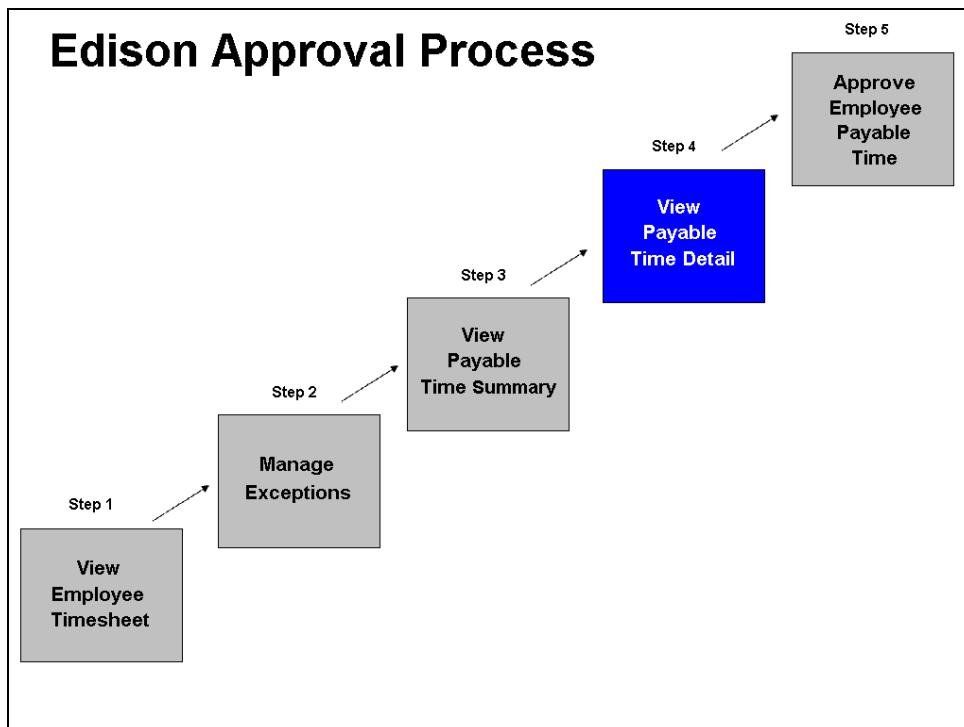
Step	Action
23.	<p>Five steps are required to approve time in Edison.</p> <p>Click View Employee Timesheet to begin.</p>
24.	<p>Step 1</p> <p>The Supervisor views the Employee timesheet to ensure the Employee reported the appropriate hours, Time Reporting Codes (TRC) and Task Profiles.</p> <p>The Task Profile charges the identified time to the appropriate financial chart string.</p> <p>In Step 1, the Supervisor can change the selected Task Profile and resubmit the time if a correction is required.</p> <p>Viewing the timesheet also identifies any Exceptions that need attention and are viewable in the next approval step.</p>
25.	<p>Click Manage Exceptions.</p>

Step	Action
26.	<p>Step 2 The Supervisor or Timekeeper manages Exceptions and corrects any errors on the Employee's timesheet.</p> <p>The timesheet is then resubmitted and processed again through Edison Time Administration.</p> <p>This process continues until all Exceptions have been managed and Payable Time is created.</p>



Step	Action
27.	Click View Payable Time Summary .
28.	<p>Step 3 Time Administration has processed and applied the appropriate Time and Labor rules to reported time.</p> <p>The Supervisor or Timekeeper views the Employee's Payable Time.</p> <p>The Payable Time Summary provides a summary of all hours that will be sent to payroll for an Employee.</p>
29.	Click View Payable Time Detail .

Step	Action
30.	<p>Step 4 Time Administration has processed and applied the appropriate Time and Labor rules to reported time.</p> <p>The Supervisor or Timekeeper views the Employee's Payable Time.</p> <p>The Payable Time Detail provides details of all hours that will be sent to payroll for an Employee.</p>



Step	Action
31.	Click Approve Employee Payable Time .
32.	<p>Step 5 The Supervisor or Alternate Time Approver approves Payable Time in Edison allowing the time to pass to Payroll for processing.</p>
33.	<p>This completes the Edison Time and Labor Overview.</p> <p>End of Procedure.</p>

The 5 Steps for Processing Timesheets - (Weekly Process)

Overview

This section provides an overview of time related activities that a supervisor would complete on a weekly basis. **Edison** is designed to have the employee's immediate supervisor approve the timesheet. However, **Alternate Time Approvers** have been identified by your agency to process overtime requests and reported time if the immediate supervisor is not available.

Key Notes

Edison requires employee time be entered and approved on a weekly basis.

The immediate **Supervisor** or **Alternate Time Approver** is the final approval prior to the employee's time passing to the payroll system for processing.

Multiple individuals have been identified to approve time in the absence of the supervisor. Your agency **Time and Labor Administrator** can provide a list of **Alternate Time Approvers**.

New Definitions

Employee ID - A random identification number assigned to each State of Tennessee employee will be the primary employee identifier in Edison.

Exceptions - A condition that exists regarding reported time when it does not comply with Time and Labor Rules. All exceptions require review or action.

Time Reporting Code - A code that is assigned to reported hours on the employee's timesheet identifying the type of time or leave reported (Example: Sick, Regular Hours or Annual).

Time Administration - The core process in Time and Labor that applies all applicable Time and Labor rules to reported time. The end result of the Time Administration is either payable time that will be sent to payroll for processing or exceptions that are not passed to payroll.

Reported Time - The time submitted on the employee's timesheet.

Payable Time - The resulting time after Time Administration has successfully applied all applicable Time and Labor rules to reported time. Payable time is sent to payroll for processing.

Task Profile - Assigned to an employee's time to account for payroll costs associated with a specific task. The Task Profile charges the identified time to the appropriate financial chartstring.

Task Group - Assigned to an employee to determine Task Profiles available for selection on the time sheet.

Step 1 - View Employee Timesheet

STEP 1 allows managers and supervisors to view their employee's reported time.

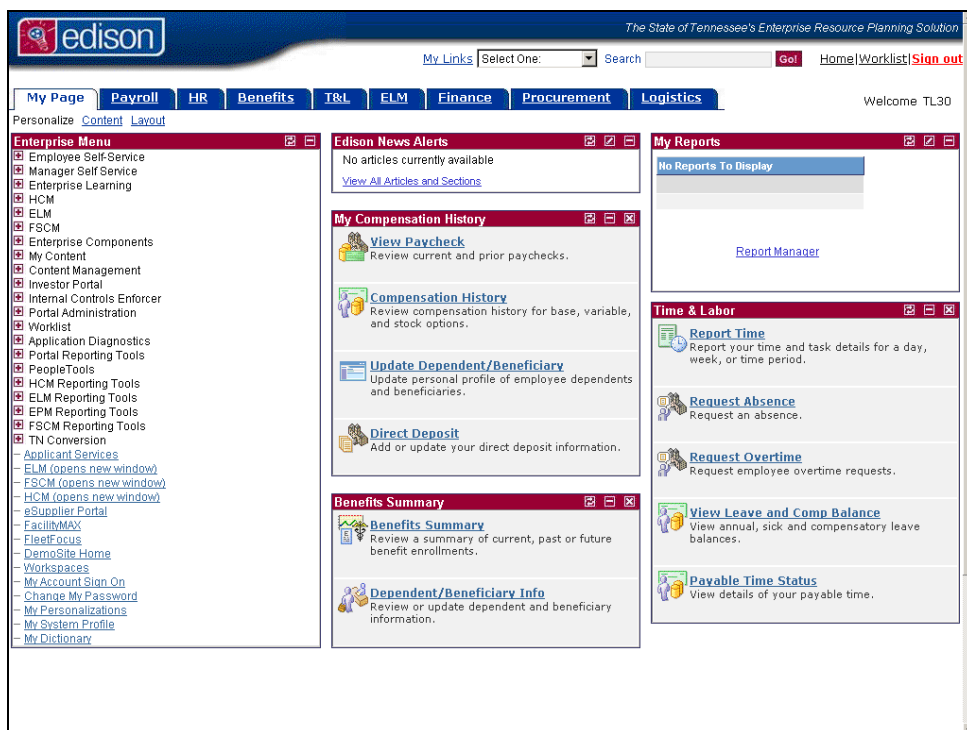
A supervisor can view current or historical **Timesheets** submitted by an employee. The **Timesheet** provides hourly reporting detail and allocation information to Projects or Grants using a **Task Profile**.



To ensure the employee reported the appropriate hours, **Time Reporting Codes (TRC)** and **Task Profiles**, the supervisor will need to review the employee's timesheet. The **Task Profile** charges the identified time to the appropriate financial chartfield. If a correction is required, the supervisor can make changes and resubmit the time.

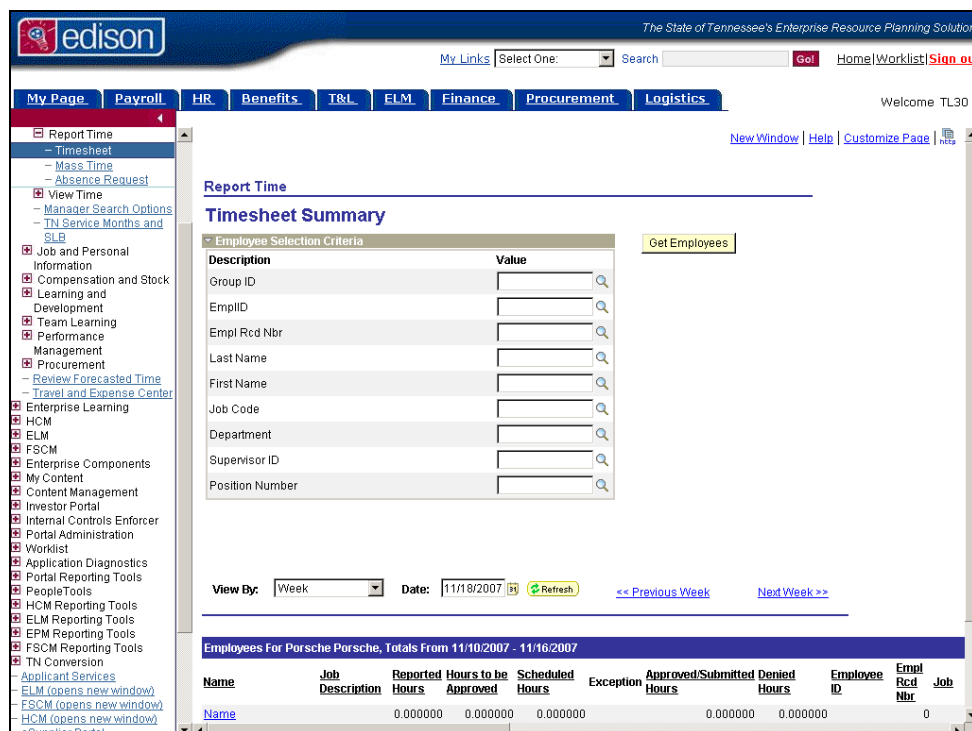
Viewing the timesheet also identifies any **Exceptions** that need attention and are viewable in the next approval step, **Supervisor Manages Employee Timesheet Exceptions**.


Procedure



In this lesson, you will review the **Reported Time** and **Task Profile** information reported by your employees.



Step	Action
1.	The T & L tab on your My Page provides shortcut links to Time and Labor actions available in Edison . Click the T&L tab. 
2.	Click the Report Time link. 



Step	Action
3.	Click the Collapse button. 
4.	The Report Time page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also simply return all the employees for whom you have approval authority.
5.	Using the Employee Selection Criteria section, specify filter values to return the list of employees for whom you want to view information.
6.	You want to review the timesheets for all employees that report to you. Leave the Employee Selection Criteria blank to return a full list of employees.

Step	Action
7.	The View By options default to display by Week .
8.	The current workweek is displayed in the Date field. If you wish to view a prior date, click the Calendar button or type the appropriate date into the Date field.
9.	Click the Get Employees button. 
10.	Notice that the system has returned your three employees for whom you have approval authority.
11.	To begin your timesheet review click the Name link provided for Bentley Bentley . 
12.	Displayed is the timesheet submitted for Bentley Bentley for the week of 11/18/2007 .
13.	A schedule row appears on each employee's timesheet for you to reference while reviewing the timesheet. Note: Employees or timekeepers can revise the scheduled hours for each day, but the hours must equal the employee's standard hours for each week.
14.	Bentley is regularly scheduled to work Mon - Fri, 7.5 hours per day. However, Thu, 11/22 and Fri, 11/23 were State Holidays and Bentley did not work. Important Note Regarding Holiday Time Reporting: Employees will not record Holiday hours on the timesheet, unless hours are actually worked on the Holiday. When the Time Administration process runs, the Holiday hours will be added to the employee's weekly total and will be viewable on the Payable Time Summary, Payable Time Detail and Approve Payable Time pages. Review the reported timesheet hours.
15.	All 22.5 reported hours were reported using the Time Reporting Code for Regular Hours worked on Shift 1 (REGS1).
16.	Bentley allocated all 22.5 reported hours to the same Task Profile ID (FASYTSTDEF) . Important Note: Review of the Task Profiles is one of the primary reasons to View The Employee Timesheet . It is your responsibility as the supervisor to verify that the Task Profiles selected by the employee are correct. If the employee did not accurately allocate their reported hours to the correct Task Profiles , you must correct the information and resubmit the timesheet. Your agency will provide you a listing of Task Profiles and define when each should be selected.

Step	Action
17.	Note that Exceptions were not generated on <i>Bentley's</i> timesheet.

The State of Tennessee's Enterprise Resource Planning Solution

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Welcome TL30

[New Window](#)
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Timesheet

Bentley Bentley EmplID: 00108241
 Job Title: Empl Red Nbr: 0

[Click for Instructions](#)
View By: **Date:** 11/18/2007 << Previous Week Next Week >>
Populate Time From: Schedule Information Next Employee >>
Reported Hours: 22.5 Hours **Scheduled Hours:** 37.5 Hours
 Reported time on or after 11/04/2007 is for a future period.

From Sunday 11/18/2007 to Saturday 11/24/2007

[Timesheet](#)
[Overrides](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Unit of Measure	Taskgroup	Task Profile ID	Rule Element 1	Rule Element
0.0	7.5	7.5	7.5	7.5	7.5	0.0	37.5	AAAA - Scheduled Hours		FASYTSTDEF	FASYTSTDEF		
	7.5	7.5	7.5				22.5	REGS1 - Shift 1-Reg Hrs Wor		FASYTSTDEF	FASYTSTDEF		

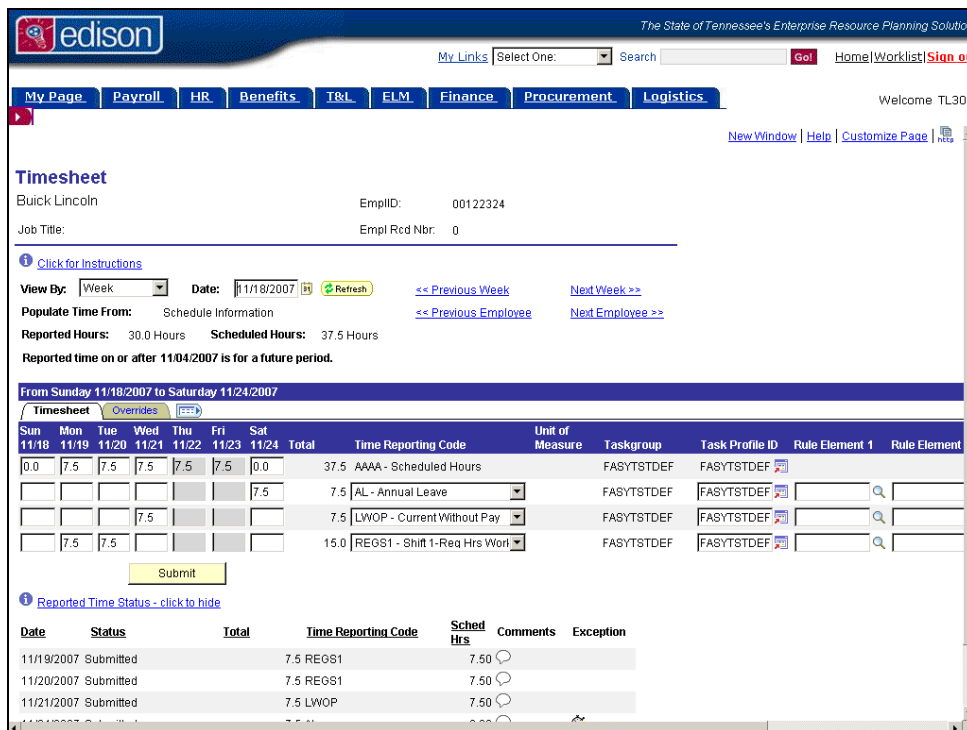
[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments	Exception
11/19/2007	Submitted	7.5	REGS1	7.50		
11/20/2007	Submitted	7.5	REGS1	7.50		
11/21/2007	Submitted	7.5	REGS1	7.50		

[Reported Hours Summary - click to view](#)
[Leave Balances/Longevity & Service Credits/Sick Leave Bank](#)

Step	Action
18.	To review the timesheet for your next employee, click the Next Employee >> link. Next Employee >>
19.	Displayed is the timesheet submitted for Buick Lincoln for the week of 11/18/2007 .
20.	<p>Buick is regularly scheduled to work Mon - Fri 7.5 hours per day.</p> <p>However, Thu, 11/22 and Fri, 11/23 were State Holidays and Buick did not work.</p> <p>Important Note Regarding Holiday Time Reporting: Employees will not record Holiday hours on the timesheet, unless hours are actually worked on the Holiday. When the Time Administration process runs, the Holiday hours will be added to the employee's weekly total and will be viewable on the Payable Time Summary, Payable Time Detail and Approve Payable Time pages.</p> <p>Review the reported timesheet hours.</p>

Step	Action
21.	<p>When reviewing Buick's reported hours, you notice he has reported hours on Sat, 11/24.</p> <p>You know Buick is not scheduled to work on Saturday according to the schedule row, so you wonder if this is a mistake.</p> <p>Review the Status summary information provided for Sat at the bottom of this page.</p>

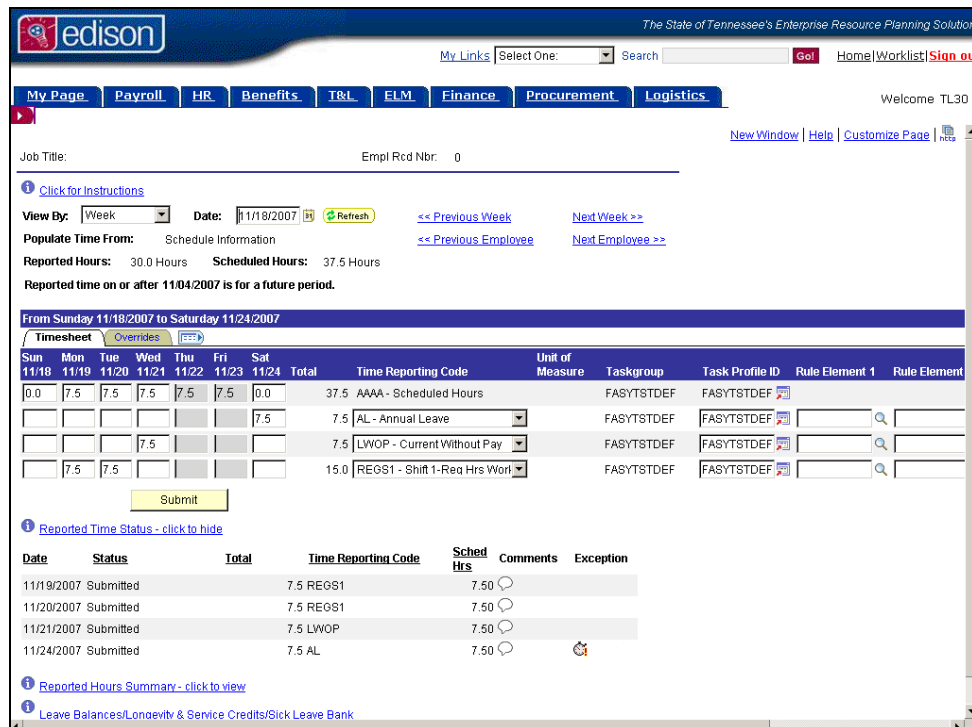


The screenshot shows the Edison Timesheet application. At the top, there's a navigation bar with tabs like My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the user is logged in as Buick Lincoln with EmpID: 00122324. The interface displays a timesheet for the week of 11/18/2007 to 11/24/2007. It shows reported hours of 30.0 and scheduled hours of 37.5. A table below lists time reporting codes and their corresponding hours: REGS1 (7.5), AL (7.5), LWOP (7.5), and REGS1 - Shift 1-Req Hrs Worl (15.0). At the bottom, there's a 'Reported Time Status' section with a table showing the status of each day's report.

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments	Exception
11/19/2007	Submitted		7.5 REGS1	7.50		
11/20/2007	Submitted		7.5 REGS1	7.50		
11/21/2007	Submitted		7.5 LWOP	7.50		
11/22/2007	Submitted		7.5 AL	7.50		

Step	Action
22.	Click the scrollbar.

Step	Action
23.	<p>An Exception icon is displayed for the time reported on Sat, 11/24.</p> <p>An Exception is a condition that exists regarding Reported Time that requires review or attention. Clicking on the Exception icon, located on the corresponding row, will take you to the page in which the exceptions are managed specifically for this employee.</p> <p>For training purposes, we will review all employee timesheets and then manage Exceptions for all employees. Supervisor Manages Employee Timesheet Exceptions is the next step and lesson in the time approval process.</p>
24.	<p>To finish reviewing Buick's timesheet, verify his Task Profile selection(s).</p> <p>Buick has allocated all hours to one Task Profile ID (FASYTSTDEF).</p> <p>Important Note: Review of the Task Profiles is one of the primary reasons to View The Employee Timesheet. It is your responsibility as the supervisor to verify that the Task Profiles selected by the employee are correct. If the employee did not accurately allocate their reported hours to the correct Task Profiles, you must correct the information and resubmit the timesheet.</p> <p>Your agency will provide you a listing of Task Profiles and define when each should be selected.</p>

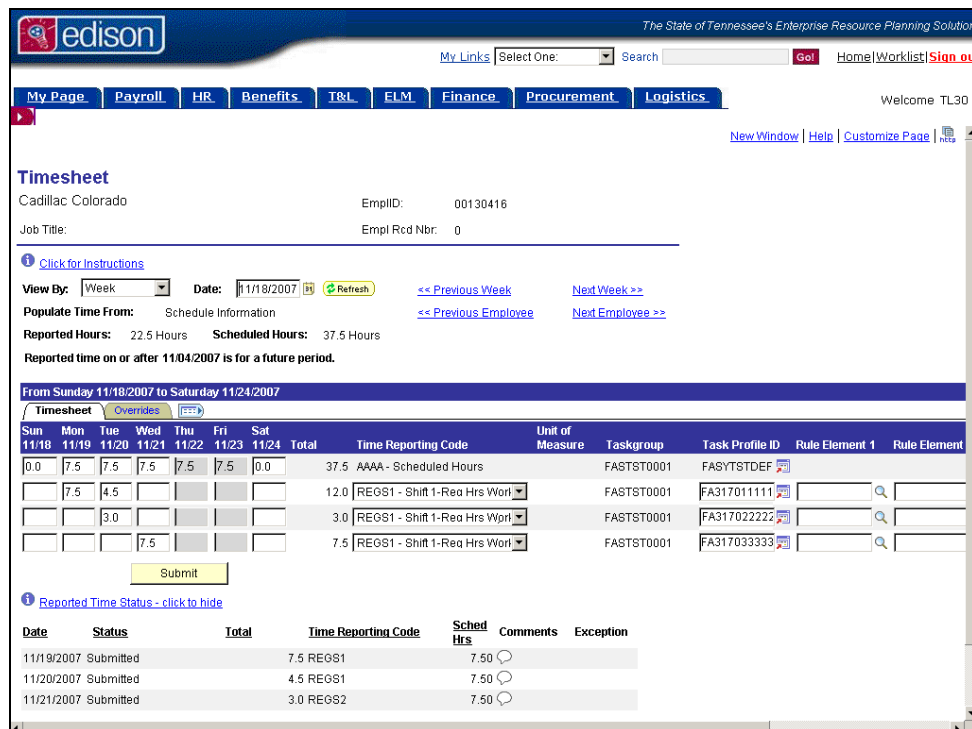


The screenshot displays the Edison Timesheet interface. At the top, there is a navigation bar with tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below the navigation bar, the user is logged in as "Welcome TL30". The main section shows the timesheet for employee "Buick" for the week of 11/18/2007 to 11/24/2007. The timesheet table has columns for dates, hours, and task profiles. The total hours reported are 30.0, and the scheduled hours are 37.5. Below the timesheet table, there is a summary table with columns for Date, Status, Total, Time Reporting Code, Sched Hrs, Comments, and Exception. The summary table shows four rows of data for the week of 11/18/2007 to 11/24/2007.


Date	Status	Total	Time Reporting Code	Sched Hrs	Comments	Exception
11/18/2007	Submitted	7.5	REGS1	7.50		
11/20/2007	Submitted	7.5	REGS1	7.50		
11/21/2007	Submitted	7.5	LWOP	7.50		
11/24/2007	Submitted	7.5	AL	7.50		

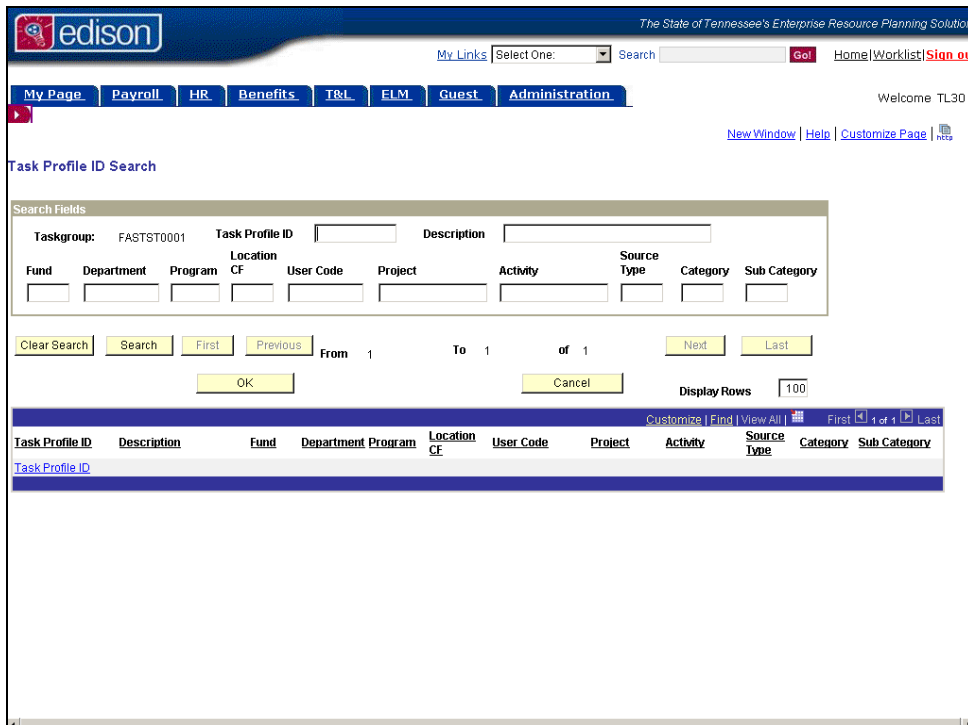
Step	Action
25.	Click the Next Employee >> link. Next Employee >>
26.	Displayed is the timesheet submitted by Cadillac Colorado for the week of 11/18/2007 .
27.	<p>Cadillac is regularly scheduled to work Mon - Fri 7.5 hours per day.</p> <p>However, Thu, 11/22 and Fri, 11/23 were State Holidays and Cadillac did not work.</p> <p>Important Note Regarding Holiday Time Reporting: Employees will not record Holiday hours on the timesheet, unless hours are actually worked on the Holiday. When the Time Administration process runs, the Holiday hours will be added to the employee's weekly total and will be viewable on the Payable Time Summary, Payable Time Detail and Approve Payable Time pages.</p> <p>Review the reported timesheet hours.</p>
28.	<p>Cadillac has reported three lines of information. To determine the total hours reported on a particular date, you add the hours reported under the date listed.</p> <p>In this example, Cadillac reported 4.5 hours and 3.0 hours on Tue, 11/20 which total 7.5 hours reported for that day.</p>
29.	<p>We need to verify the Time Reporting Codes reported for each day are correct.</p> <p>All hours are reported with the Time Reporting Code Regular Hours Worked for Shift 1 (REGS1).</p>

Step	Action
30.	<p>We also need to review the Task Profile selection for accuracy.</p> <p>For the week of 11/18 - 11/24, Cadillac has allocated his hours between three Task Profiles:</p> <p>12.0 Hours to FA317011111 3.0 Hours to FA317022222 7.5 Hours to FA317033333</p> <p>In our review, we realize that the FA31701111 Task Profile does not look familiar, so we are going to find out more details.</p> <p>Important Note: Review of the Task Profiles is one of the primary reasons to View The Employee Timesheet. It is your responsibility as the supervisor to verify that the Task Profiles selected by the employee are correct. If the employee did not accurately allocate their reported hours to the correct Task Profiles, you must correct the information and resubmit the timesheet.</p> <p>Your agency will provide you a listing of Task Profiles and define when each should be selected.</p>

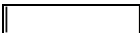


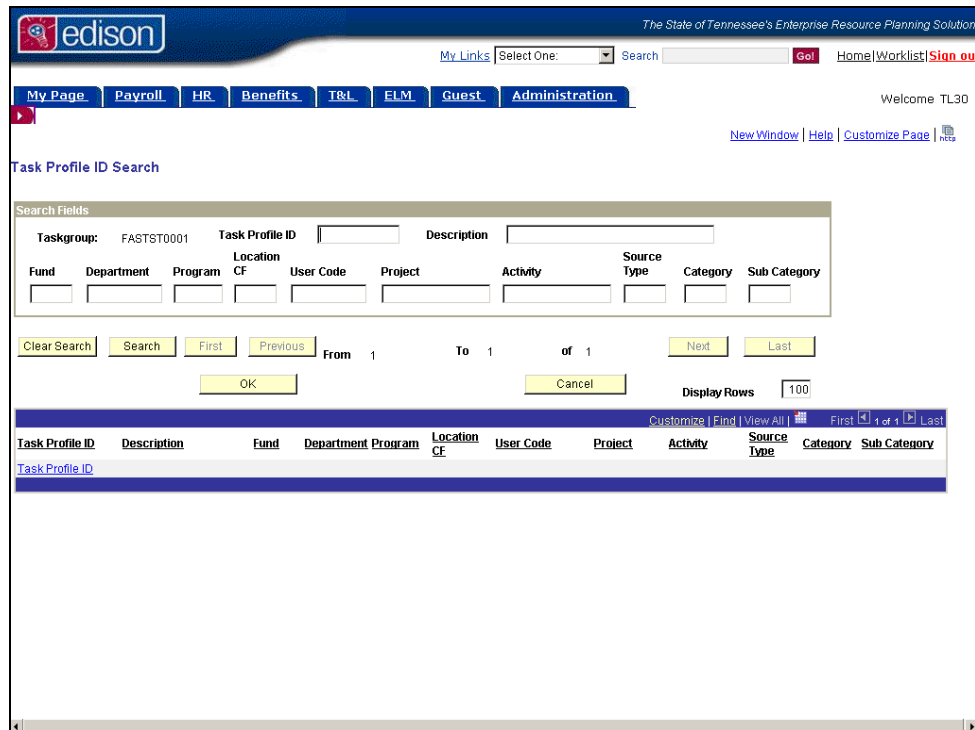
The screenshot displays the Edison Timesheet application. At the top, there's a navigation bar with tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the user is logged in as TL30. The main section is titled 'Timesheet' and shows employee details for Cadillac Colorado (EmpID: 00130416). It includes a 'View By' dropdown set to 'Week' and a 'Date' field showing 11/18/2007. There are links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. The 'Reported Hours' are 22.5, and 'Scheduled Hours' are 37.5. A table below shows the timesheet data for the week of 11/18/2007 to 11/24/2007. The table has columns for days of the week, hours, time reporting code, unit of measure, taskgroup, task profile ID, rule element 1, and rule element. The data shows 7.5 hours reported on 11/18, 4.5 on 11/19, 3.0 on 11/20, and 7.5 on 11/21. At the bottom, there's a 'Reported Time Status' section with a table showing the status of the timesheet (Submitted) and the scheduled hours (7.50) for each day.

Step	Action
31.	Click the Task Profile Search button. 
32.	<p>This is the Task Profile ID Search page. There are several ways to search for a Task Profile ID using any one field or combination of fields located in the Search Fields box at the top of the page.</p> <p>Since we know the Task Profile ID from the timesheet, we will enter it into the Task Profile ID field.</p>



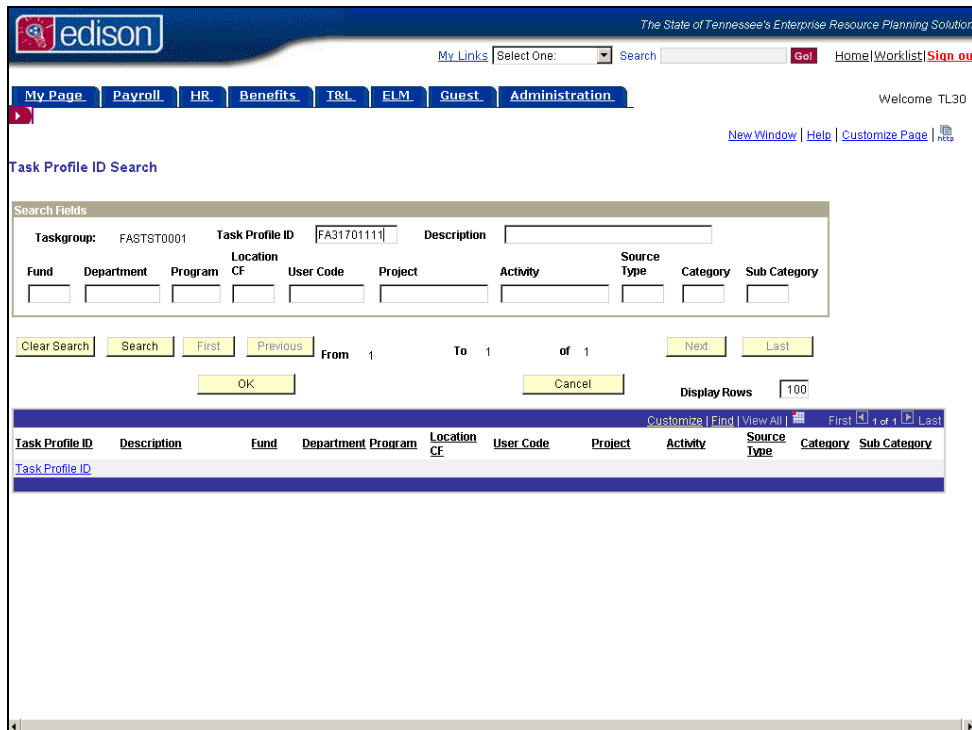
The screenshot shows the 'Task Profile ID Search' page in the Edison system. The page has a blue header with the Edison logo and navigation tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. Below the header, there's a search bar and a 'Go!' button. The main content area is titled 'Task Profile ID Search' and contains a 'Search Fields' section with various input fields: Taskgroup (FASTST0001), Task Profile ID, Description, Fund, Department, Program, Location CF, User Code, Project, Activity, Source Type, Category, and Sub Category. There are also buttons for 'Clear Search', 'Search', 'First', 'Previous', 'Next', 'Last', 'OK', and 'Cancel'. A 'Display Rows' dropdown is set to 100. At the bottom, there's a table with columns for Task Profile ID, Description, Fund, Department, Program, Location CF, User Code, Project, Activity, Source Type, Category, and Sub Category. The table currently shows one row with the 'Task Profile ID' link highlighted.

Step	Action
33.	Click in the Task Profile ID field. 

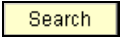


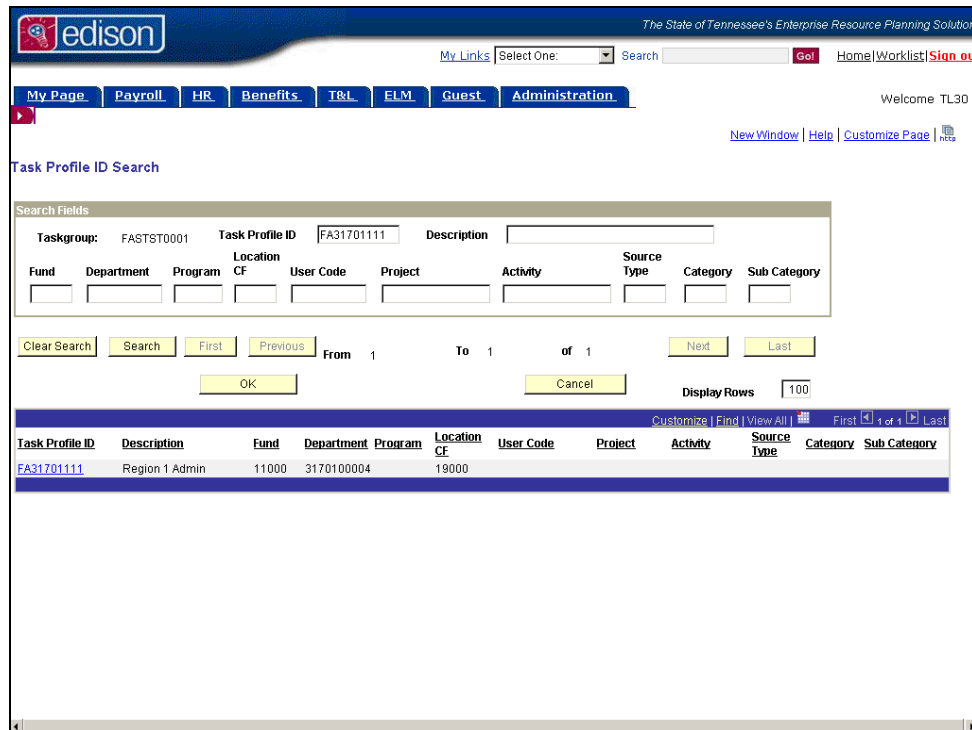
The screenshot shows the 'Task Profile ID Search' interface in the Edison system. At the top, there's a navigation bar with links like 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', 'ELM', 'Guest', and 'Administration'. Below this is a search bar with a 'Search' button. The main section is titled 'Task Profile ID Search' and contains a form with various search criteria. The 'Taskgroup' is set to 'FASTST0001'. The 'Task Profile ID' field is empty. The 'Description' field is also empty. Below these are fields for 'Fund', 'Department', 'Program', 'Location CF', 'User Code', 'Project', 'Activity', 'Source Type', 'Category', and 'Sub Category'. There are buttons for 'Clear Search', 'Search', 'First', 'Previous', 'Next', and 'Last'. A 'Display Rows' dropdown is set to '100'. At the bottom, there's a table with columns for 'Task Profile ID', 'Description', 'Fund', 'Department', 'Program', 'Location CF', 'User Code', 'Project', 'Activity', 'Source Type', 'Category', and 'Sub Category'. The table is currently empty.

Step	Action
34.	Enter the desired information into the Task Profile ID field. Enter " FA31701111 ".



The screenshot shows the Edison web application interface. At the top, there's a navigation bar with links like My Links, Search, Home, Worklist, and Sign out. Below this is a menu bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. The main content area is titled "Task Profile ID Search". It contains a search form with fields for Taskgroup (FASTST0001), Task Profile ID (FA31701111), and Description. Below these are fields for Fund, Department, Program, Location CF, User Code, Project, Activity, Source Type, Category, and Sub Category. There are buttons for Clear Search, Search, First, Previous, Next, Last, OK, and Cancel. A pagination bar shows "From 1 To 1 of 1" and "Display Rows 100". At the bottom, there's a table header with columns: Task Profile ID, Description, Fund, Department, Program, Location CF, User Code, Project, Activity, Source Type, Category, and Sub Category. The table is currently empty.

Step	Action
35.	Click the Search button. 
36.	We verify the Task Profile was accurately selected, so we will Cancel out of this page. If an incorrect Task Profile was chosen, we would need to search for the appropriate one, select it, and press OK . At this point, Time Administration would need to run again before you would be able to continue with the approval process.



Task Profile ID Search

Search Fields

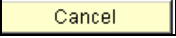
Taskgroup: FASTST0001 Task Profile ID: FA31701111 Description:

Fund: Department: Program: CF: User Code: Project: Activity: Source Type: Category: Sub Category:

Clear Search Search First Previous From 1 To 1 of 1 Next Last

OK Cancel Display Rows 100

Task Profile ID	Description	Fund	Department	Program	Location CF	User Code	Project	Activity	Source Type	Category	Sub Category
FA31701111	Region 1 Admin	11000	3170100004		19000						

Step	Action
37.	Click the Cancel button. 
38.	Note: No Exceptions were generated on <i>Cadillac's</i> timesheet.
39.	In the next lesson, you will navigate to Manage Exceptions . You have successfully reviewed the timesheet for your employees. End of Procedure.

Step 2 - Manages Timesheet Exceptions

STEP 2 provides managers and supervisors an opportunity to view, verify or correct timesheet errors (exceptions) prior to payroll processing.

Exceptions are generated when reported time needs further review. The hours reported on the timesheet may simply need to be verified, or the hours may not comply with State of Tennessee's Attendance and Leave Policies and Procedures.

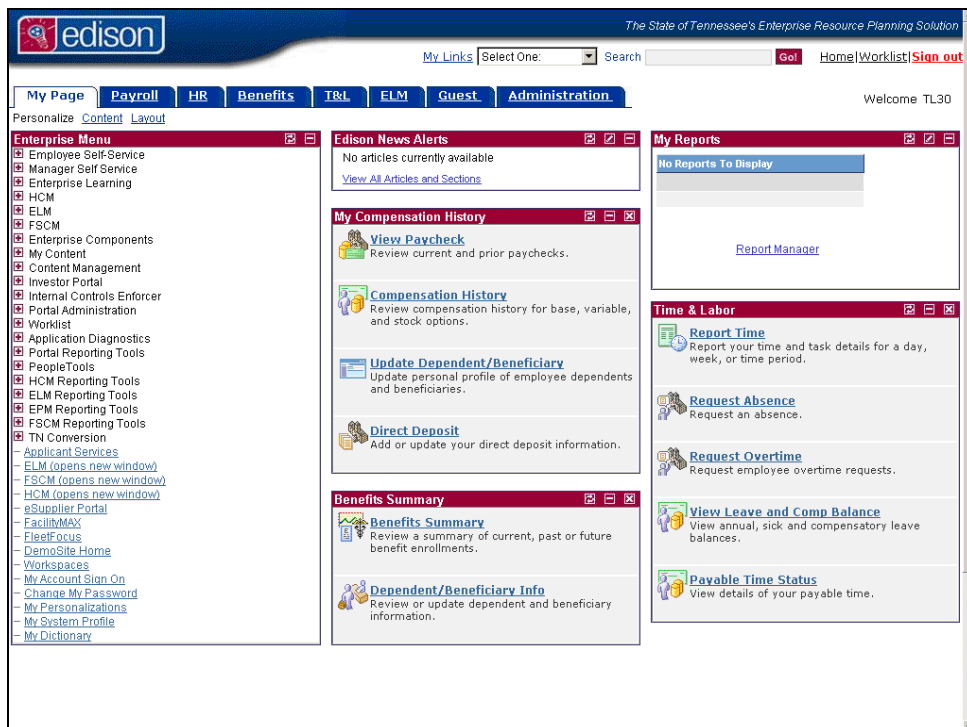
The **Exceptions** are assigned a severity level of **Low**, **Medium** or **High**. **Low** and **Medium** severity level **Exceptions** enable the system to create **Payable Time**. These **Exceptions** must be reviewed to determine if a corrective action is required. However, **High** severity level exceptions require an action or correction prior to this time becoming **Payable Time** and moving to payroll for processing.

It is important to continuously review and manage exceptions. An employee could make changes to the timesheet that would reprocess through **Time Administration**. Also, different audit and completion rules are applied during **Time Administration** as the pay period comes to an end. Both of these conditions could create exceptions or additional payable time.

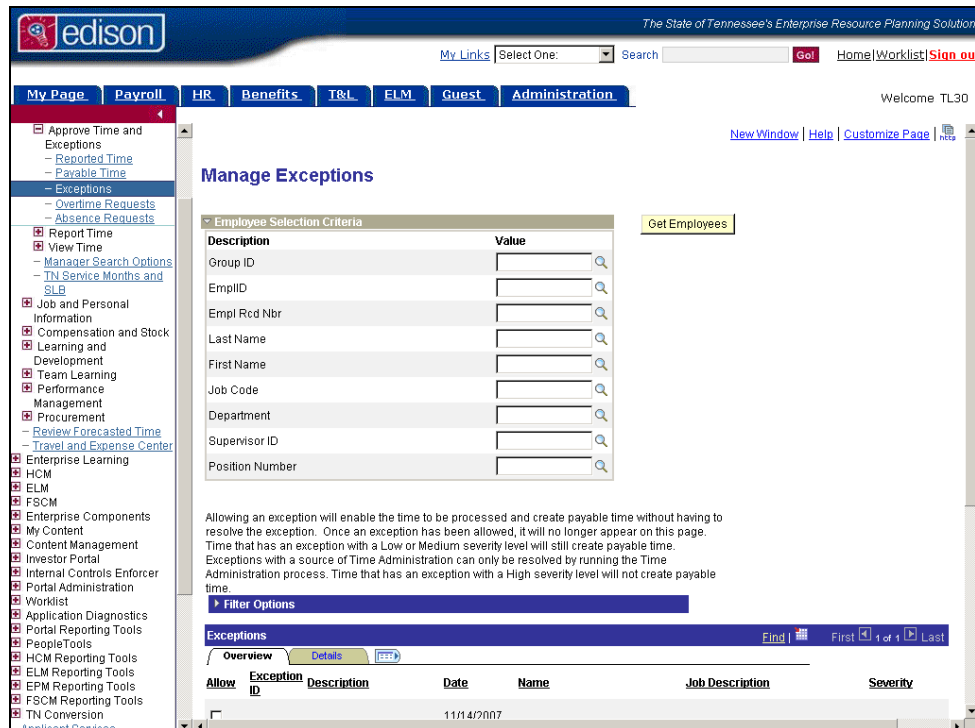
If Exceptions are not properly managed, the employee is at risk of not being paid.

Procedure


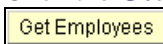
In this lesson, you will **Manage Exceptions** for your employees.





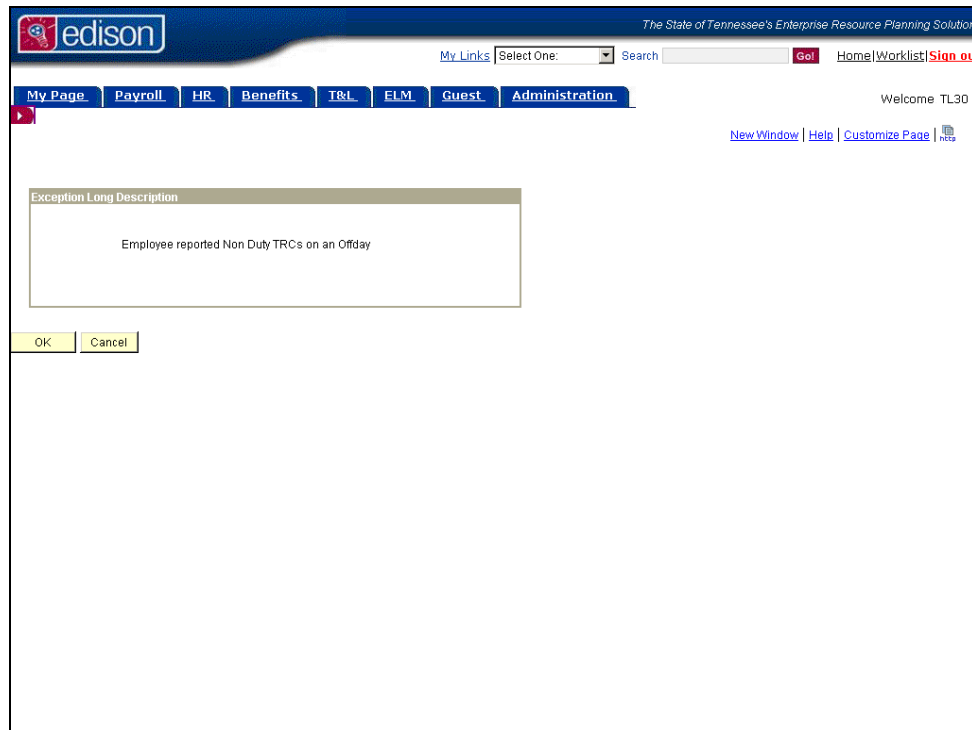
Step	Action
1.	<p>The T & L tab on your My Page provides shortcut links to the Time and Labor actions available in Edison.</p> <p>Click the T&L tab.</p> <p>T&L</p>
2.	<p>Click the Manage Exceptions link listed on the Manage Time and Labor pagelet.</p> <p>Manage Exceptions</p>




The screenshot shows the Edison Manager Self Service interface. The top navigation bar includes links for My Links, Select One, Search, Go!, Home, Worklist, and Sign out. The sidebar on the left contains a tree view of navigation links. The main content area is titled 'Manage Exceptions' and includes a section for 'Employee Selection Criteria' with various search filters. Below this is a table of exceptions with columns for Allow, Exception ID, Description, Date, Name, Job Description, and Severity. The table shows one exception with ID 11/14/2007.

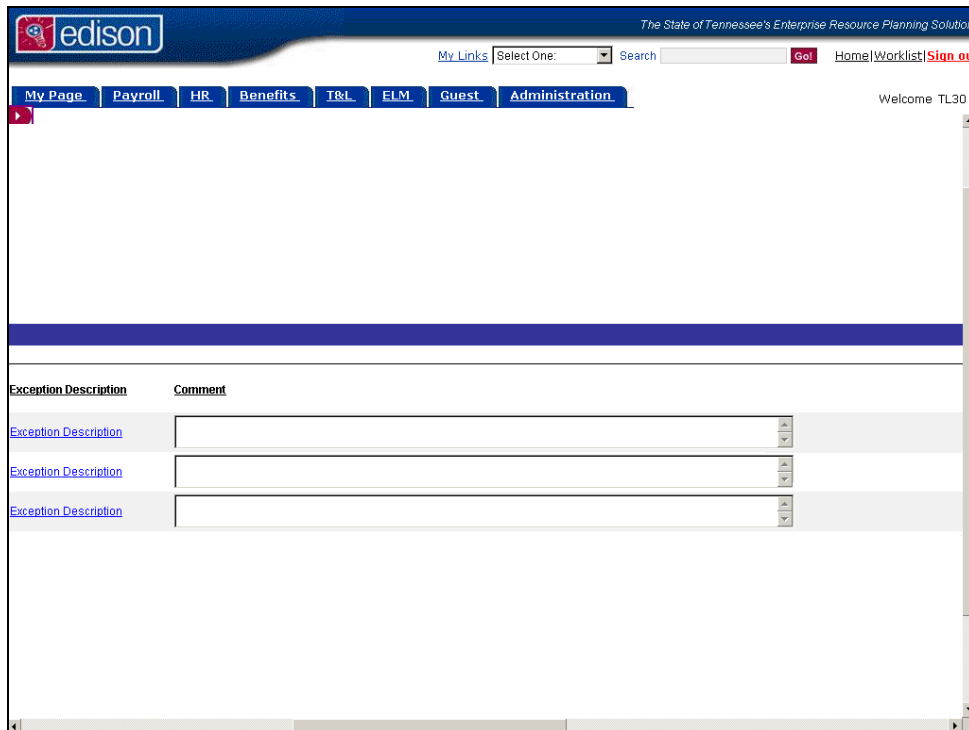
Step	Action
3.	Click the Collapse button. 
4.	The Manage Exceptions page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also simply return all the employees for whom you have approval authority.
5.	Using the Employee Selection Criteria section, specify filter values to return the list of employees for whom you want to view information.
6.	Leave the Employee Selection Criteria blank to return a full list of employees that report to you. Click the Get Employees button. 
7.	The Filter Options allow you to further filter the results displayed on the page. We do not recommend using this option since you will be responsible for managing all of your exceptions.
8.	Click the scroll bar.


Step	Action
9.	<p>If you remember in our Supervisor Views Employee Timesheet lesson, one Exception was displayed on <i>Buick Lincoln's</i> timesheet on 11/24. That Exception is listed here with a Description.</p> <p>Notice that three Exceptions are listed on this page for <i>Buick Lincoln</i>. The reason that the Exceptions did not appear on the timesheet is because time was not reported for the holidays on 11/22 and 11/23.</p>
10.	<p>In this example, only one employee's time generated Exceptions. However, any Exceptions generated for employees that report to you would be listed on this page for you to manage.</p>
11.	<p>The Severity level of each Exception is noted.</p> <p>Exceptions are assigned severity levels of Low, Medium or High.</p> <p>Low level Exceptions still allow the system to create Payable Time and must be reviewed to determine if corrective action is needed.</p> <p>Medium level Exceptions still allow the system to create Payable Time and must be reviewed to determine if corrective action is needed.</p> <p>High level Exceptions require a corrective action prior to the time becoming Payable Time.</p>
12.	<p>Notice that the Allow checkbox is grayed out for High exceptions. This forces a correction to the timesheet before payable time can be generated.</p>
13.	<p>Click the Details tab.</p> 
14.	<p>The Exception ID is an identifier used to quickly recognize the exception without having to obtain more detail.</p>
15.	<p>The Description and the Exception Data give more detail about the reason for the exception.</p>
16.	<p>Click the scroll bar.</p>
17.	<p>Click the Exception Description link to view the long description about the exception.</p> 





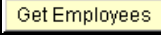



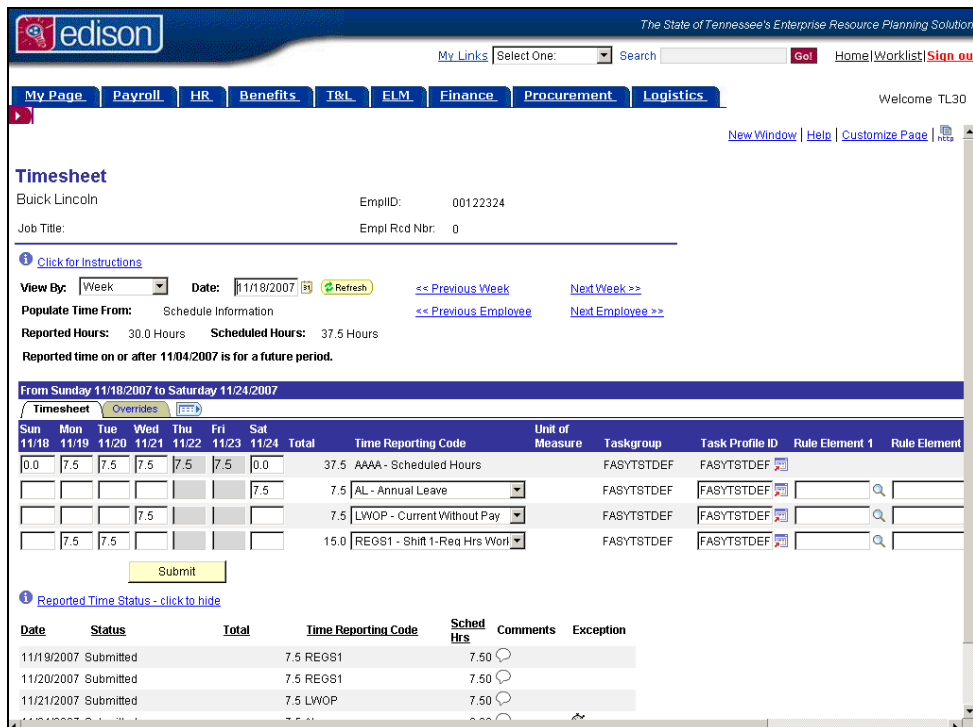
The screenshot shows the Edison HR system interface. At the top, there is a navigation bar with the Edison logo and the text "The State of Tennessee's Enterprise Resource Planning Solution". Below this, there are tabs for "My Page", "Payroll", "HR", "Benefits", "T&L", "ELM", "Guest", and "Administration". The "HR" tab is currently selected. In the main content area, there is a form titled "Exception Long Description" with a text box containing the text "Employee reported Non Duty TRCs on an Offday". Below the text box are two buttons: "OK" and "Cancel".

Step	Action
18.	Click the OK button. 
19.	Use the Comments field to enter comments about how or why the exception was allowed or resolved.



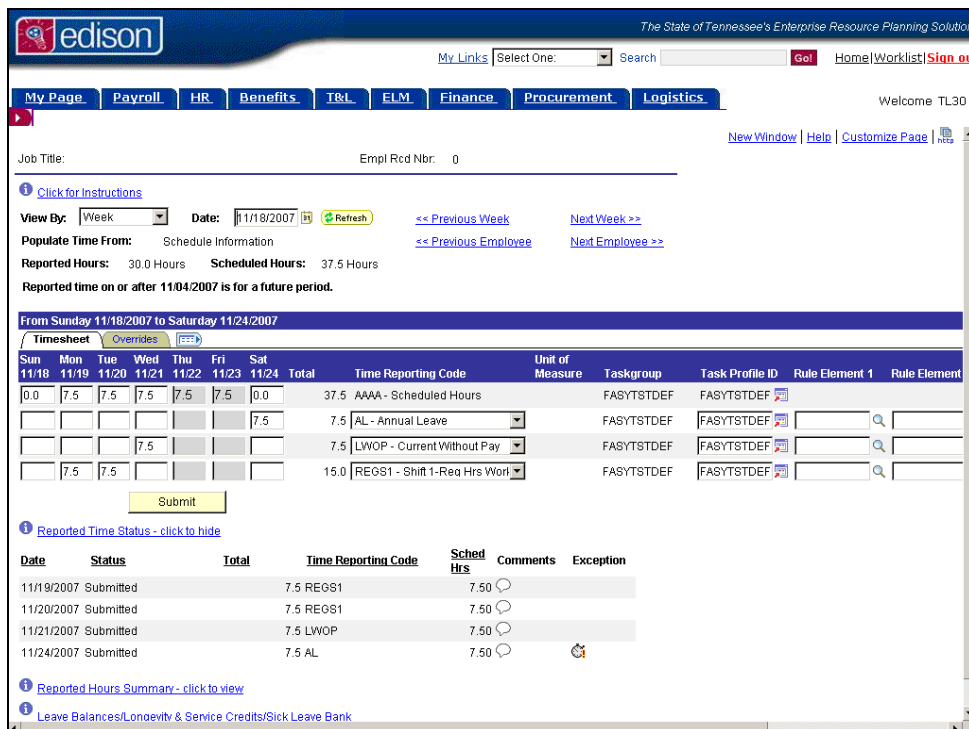
Step	Action
20.	Click the scroll bar.
21.	Click the Overview tab. 
22.	Edison will not be utilizing the Clean Up Exceptions button. Do not select Clean Up Exceptions when managing exceptions.
23.	Click the Allow All button to select all of the "low" or "medium" exceptions you want to allow. This selects the Allow check boxes for all the exceptions displayed on the page. If you click this button again, the system clears the Allow check boxes. "High" exceptions are not allowable and must be corrected. Please do not use the Allow All button until after you have verified each Exception . Important Note: Some "low" or "medium" exceptions are generated to bring a condition to the attention of a supervisor while other "low" or "medium" exceptions are listed to identify possible errors in reporting. You should not Allow an exception until you have verified and corrected possible errors. Once you have selected which exceptions you want to allow, click the Save button to allow the exceptions. The exceptions can now be processed through Time Administration to create payable time.

Step	Action
24.	In order to manage an Exception , we need to navigate back to the timesheet to view the cause of the Exception .
25.	Click the T & L tab. 
26.	Click the Report Time link on the Timekeepers pagelet. 
27.	Click the Collapse button. 
28.	Click in the EmplID field. 
29.	Enter desired information into the EmplID field. Enter Buick Lincoln's EmplID "00122324" .
30.	Click the Get Employees button. 
31.	Click the Name link displayed for Buick Lincoln . 



The screenshot shows the Edison Timesheet interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The T&L tab is selected. Below the navigation bar, there's a section for "Timesheet" for "Buick Lincoln". It displays the EmplID: 00122324 and Job Title. There are links for "Click for instructions", "View By: Week", "Date: 11/18/2007", and "Populate Time From: Schedule Information". It shows "Reported Hours: 30.0 Hours" and "Scheduled Hours: 37.5 Hours". A note states "Reported time on or after 11/04/2007 is for a future period." Below this, there's a table for "From Sunday 11/18/2007 to Saturday 11/24/2007". The table has columns for days of the week, time reporting codes, unit of measure, taskgroup, task profile ID, rule element 1, and rule element 2. The table shows data for 11/18/2007 to 11/24/2007. At the bottom, there's a "Reported Time Status" section with a table showing dates, status, total, time reporting code, scheduled hours, comments, and exception.

Step	Action
32.	Click the scrollbar.
33.	The Exception icon identifies the items we need to review.
34.	An Exception is listed on Saturday, 11/24 . The employee reported Annual Leave (AL) on a day that he was not scheduled to work.
35.	If you are unsure of the employee's schedule for the week, you can refer to the scheduled hours row.
36.	For the Exception on 11/24 , you would contact the employee or timekeeper to verify time worked or leave taken. You determine that Buick was not scheduled to work on 11/24 and it was an error for Annual Leave (AL) to be reported on that day. Therefore, you will delete the row to correct the timesheet and clear the Exception .



The screenshot shows the Edison Manager Self Service interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, there's a section for 'Job Title' and 'Empl Rcd Nbr'. The main area displays a timesheet for the week of 11/18/2007 to 11/24/2007. The timesheet table has columns for dates (Sun 11/18, Mon 11/19, Tue 11/20, Wed 11/21, Thu 11/22, Fri 11/23, Sat 11/24), Total, Time Reporting Code, Unit of Measure, Taskgroup, Task Profile ID, Rule Element 1, and Rule Element 2. The table shows a total of 37.5 hours for the week. Below the timesheet table, there's a 'Submit' button. At the bottom, there's a section for 'Reported Time Status' with a table showing dates, status, total, time reporting code, and scheduled hours.

Step	Action
37.	Click the scroll bar.

edison The State of Tennessee's Enterprise Resource Planning Solution

My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Guest Administration

Welcome TL30

Empl Rcd Nbr: 0

1/18/2007 Refresh << Previous Week Next Week >>

ation


uled Hours: 37.5 Hours
r a future period.

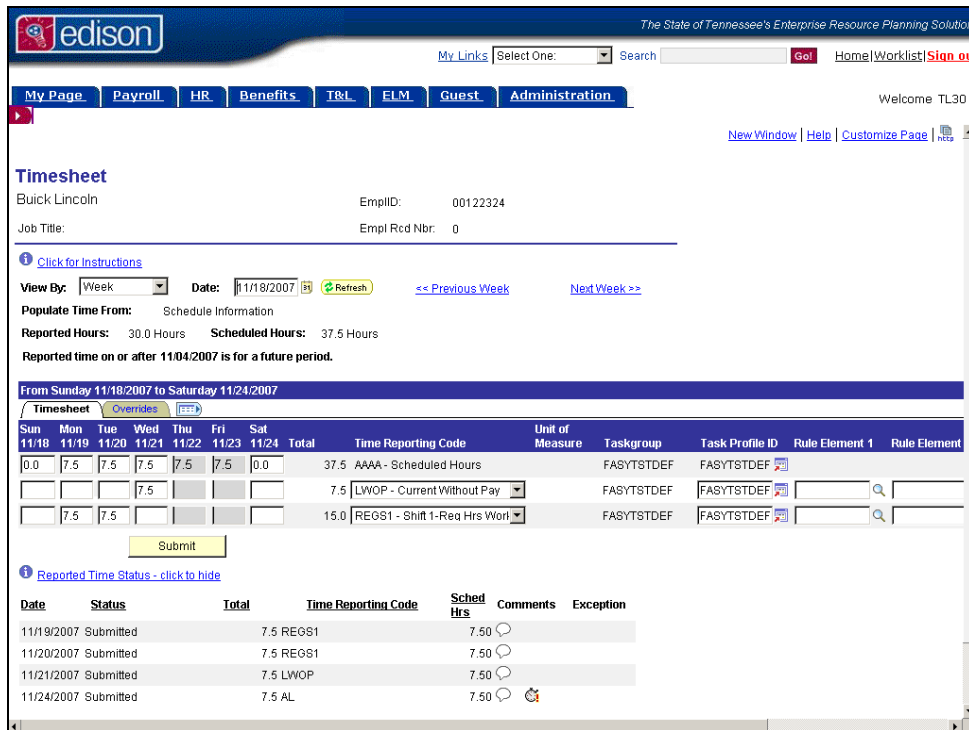
4/2007

Sat 11/24	Total	Time Reporting Code	Unit of Measure	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 3	Reported Time Source
0.0	37.5	AAAA - Scheduled Hours		FASYTSTDEF	FASYTSTDEF			
7.5	7.5	AL - Annual Leave		FASYTSTDEF	FASYTSTDEF			
	7.5	LWOP - Current Without Pay		FASYTSTDEF	FASYTSTDEF			
	15.0	REGS1 - Shift 1-Reg Hrs Wor		FASYTSTDEF	FASYTSTDEF			

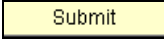



Time Reporting Code	Sched Hrs	Comments	Exception
7.5 REGS1	7.50		
7.5 REGS1	7.50		
7.5 LWOP	7.50		
7.5 AL	7.50		

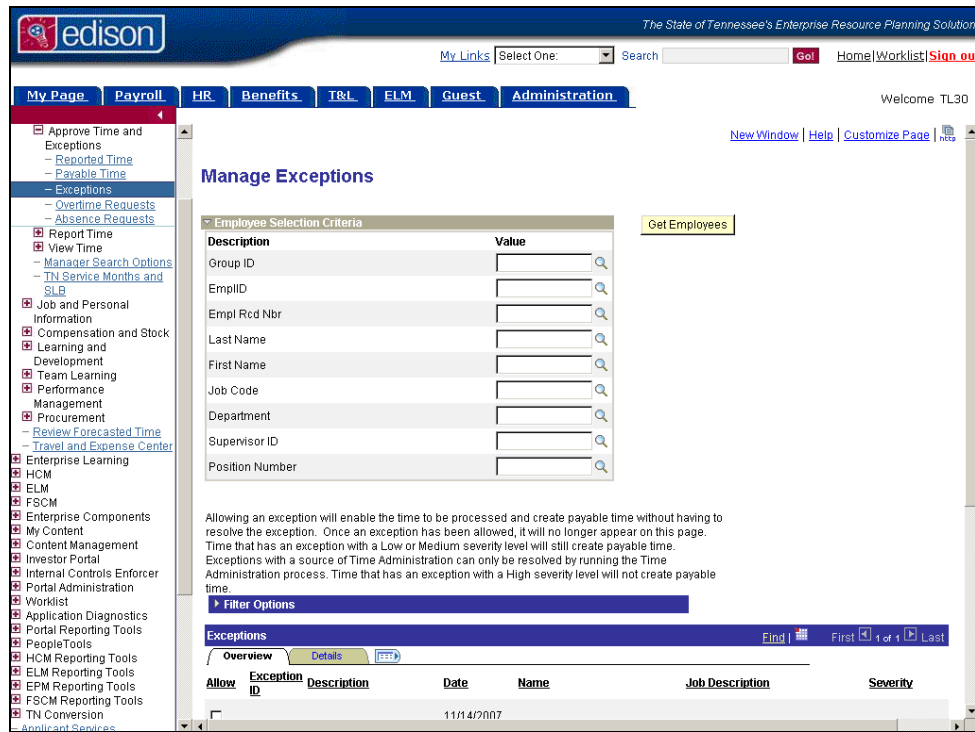
Clicks/Sick Leave Bank

Step	Action
38.	Click the Delete a row button. 




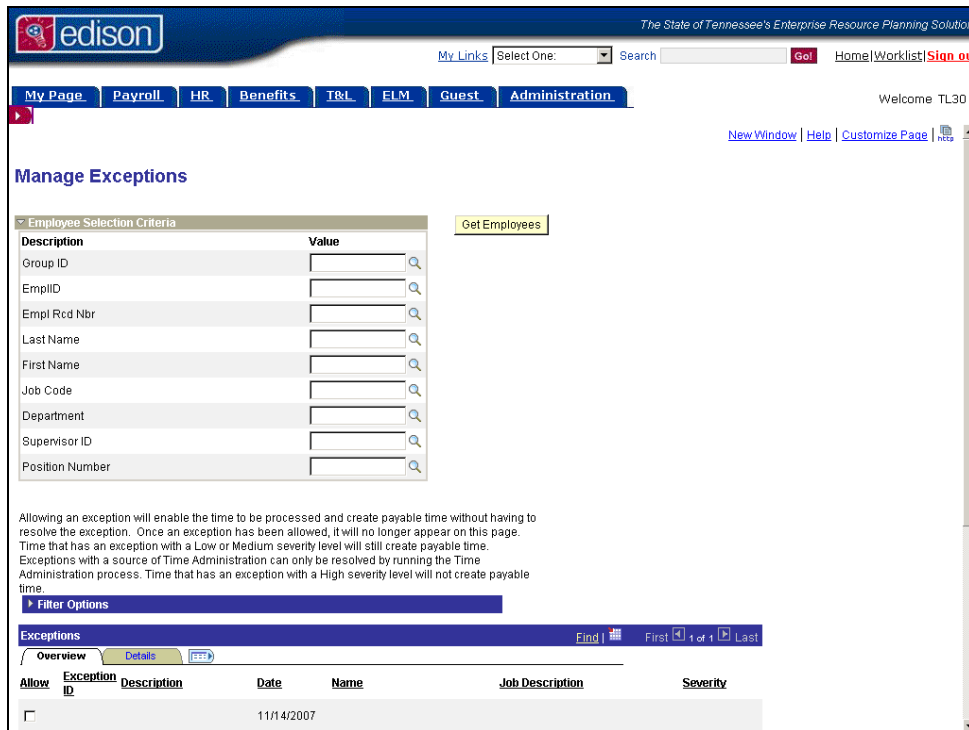
The screenshot shows the Edison Timesheet interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. Below this, the user is logged in as 'TL30'. The main section is titled 'Timesheet' and shows details for 'Buick Lincoln' with Employee ID '00122324' and Job Title 'Empl Rcd Nbr: 0'. There are links for 'Click for Instructions', 'View By: Week', 'Date: 11/18/2007', and 'Refresh'. Below this, it shows 'Reported Hours: 30.0 Hours' and 'Scheduled Hours: 37.5 Hours'. A note states 'Reported time on or after 11/04/2007 is for a future period.' The main table shows time reporting for the week of 11/18/2007 to 11/24/2007. The table has columns for days of the week, time reporting codes, unit of measure, taskgroup, task profile ID, rule element 1, and rule element 2. The data shows 7.5 hours of 'LWOP - Current Without Pay' on 11/19/2007 and 15.0 hours of 'REGS1 - Shift 1-Req Hrs Work' on 11/20/2007. There is a 'Submit' button below the table. Below the table, there's a section for 'Reported Time Status - click to hide' with a table showing dates, status, total, time reporting code, scheduled hours, comments, and exception.

Step	Action
39.	Click the Submit button. 
40.	Click the OK button. 
41.	The employee reported Current Leave Without Pay (LWOP) the day before a holiday. According to the State of Tennessee's Leave and Attendance policy this made Buick ineligible for holiday pay. This is the reason the Low severity level Exception generated. Since you have verified the employee was not eligible for holiday pay, you can go back and Allow the exception.
42.	We need to navigate back to the Manage Exceptions page.
43.	Click the T&L tab. 
44.	Click the Manage Exceptions link. 



The screenshot shows the Edison Manager Self Service interface. The top navigation bar includes links for My Links, Select One, Search, Go!, Home, Worklist, and Sign out. The sidebar contains a list of navigation links under the 'My Page' tab, including Approve Time and Exceptions, Report Time, Job and Personal Information, Compensation and Stock, Learning and Development, Team Learning, Performance Management, Procurement, Review Forecasted Time, Travel and Expense Center, Enterprise Learning, HCM, ELM, FSCM, Enterprise Components, My Content, Content Management, Investor Portal, Internal Controls Enforcer, Portal Administration, Worklist, Application Diagnostics, Portal Reporting Tools, PeopleTools, HCM Reporting Tools, ELM Reporting Tools, EPM Reporting Tools, FSCM Reporting Tools, TN Conversion, and Applicant Services. The main content area is titled 'Manage Exceptions' and includes a 'Filter Options' section with a 'Get Employees' button. Below this is a table of exceptions with columns for Allow, Exception ID, Description, Date, Name, Job Description, and Severity. The table shows one exception with ID 11/14/2007.

Step	Action
45.	Click the Collapse button. 



Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>


[Get Employees](#)

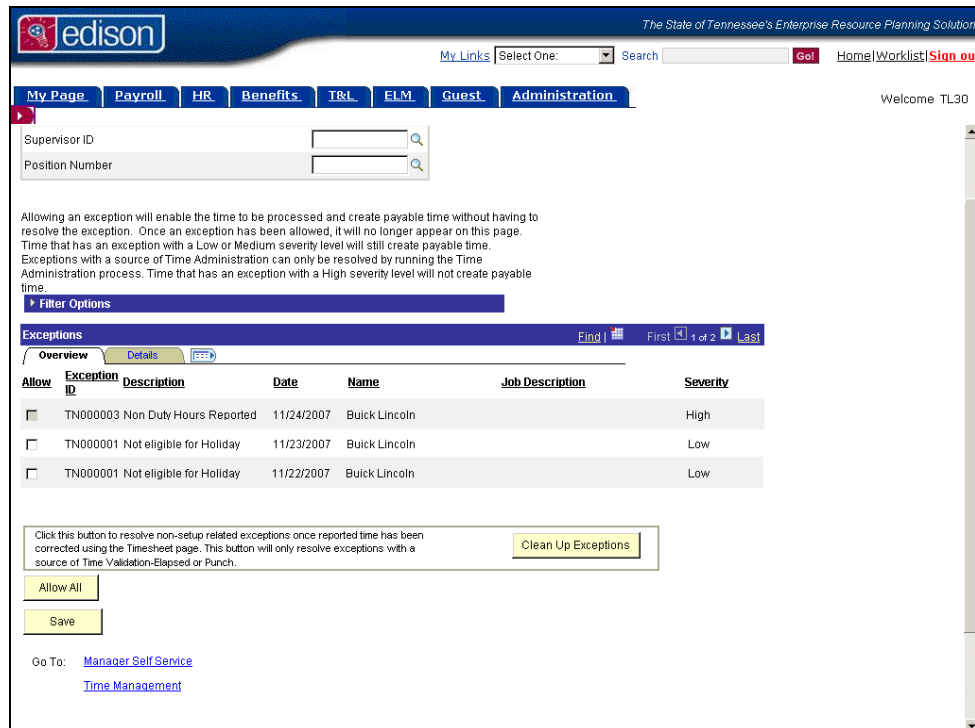
Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions Find First 1 of 1 Last

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>			11/14/2007			

Step	Action
46.	Click the Get Employees button. 
47.	Click the scroll bar.
48.	The High level exception was corrected when we resubmitted Buick's timesheet, and it will be listed on the Manage Exceptions page until after Time Administration processes the resubmitted timesheet.



The screenshot shows the Edison Manager Self Service interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. Below this, there are search fields for Supervisor ID and Position Number. A paragraph explains that allowing an exception will enable time to be processed and create payable time without having to resolve the exception. It also states that exceptions with a Low or Medium severity level will still create payable time, while those with a High severity level will not. Below this, there's a 'Filter Options' button. The main section is titled 'Exceptions' and has tabs for Overview, Details, and Filter. The Overview tab is selected, showing a table of exceptions. The table has columns: Allow, Exception ID, Description, Date, Name, Job Description, and Severity. There are three rows of exceptions, all for Buick Lincoln. The first row has a severity of High, and the other two have a severity of Low. Below the table, there's a 'Clean Up Exceptions' button and a 'Go To' section with links to Manager Self Service and Time Management.

Supervisor ID

Position Number

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

[Filter Options](#)

Exceptions Find First 1 of 2 Last

[Overview](#) [Details](#) [Filter](#)

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TN000003	Non Duty Hours Reported	11/24/2007	Buick Lincoln		High
<input type="checkbox"/>	TN000001	Not eligible for Holiday	11/23/2007	Buick Lincoln		Low
<input type="checkbox"/>	TN000001	Not eligible for Holiday	11/22/2007	Buick Lincoln		Low

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

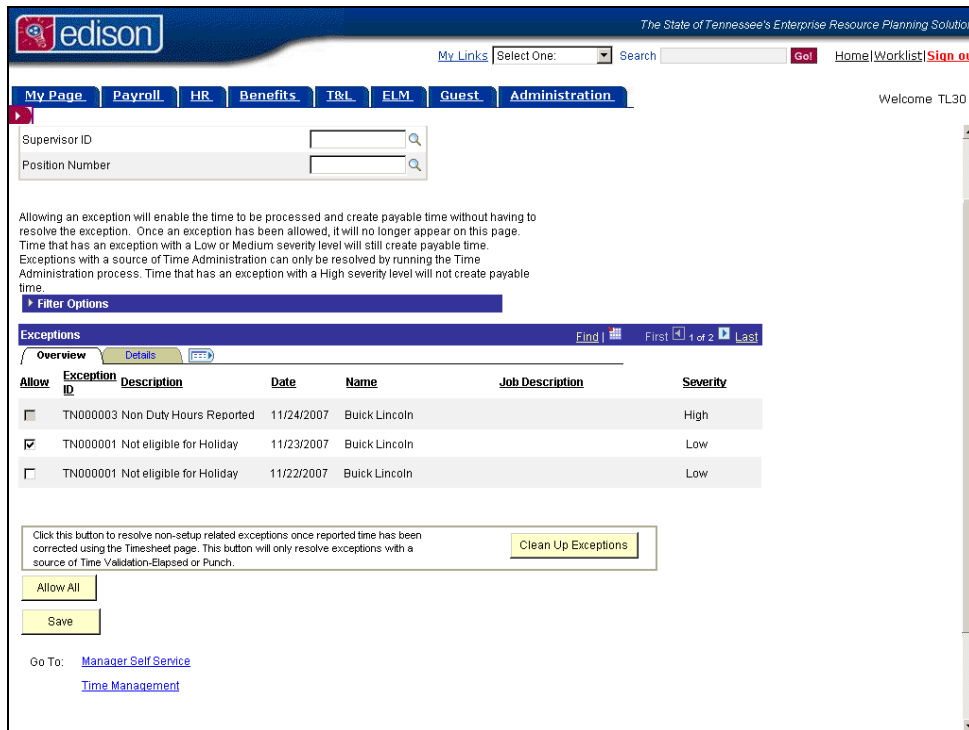
[Clean Up Exceptions](#)

[Allow All](#)

[Save](#)

Go To: [Manager Self Service](#)
[Time Management](#)

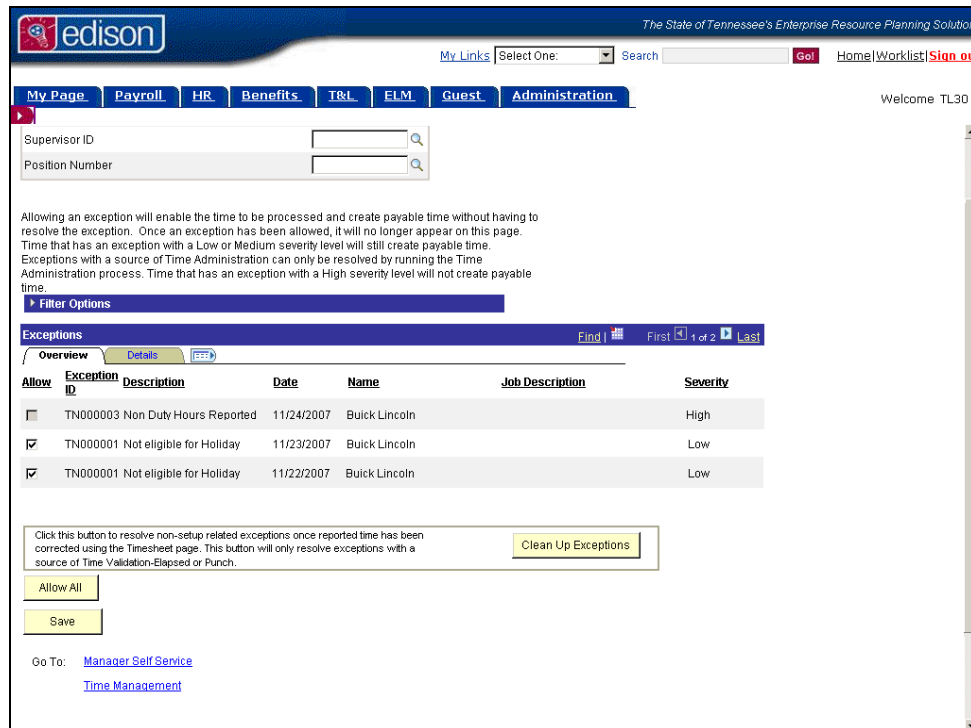
Step	Action
49.	Click the Allow checkbox next to the Low level Exception on 11/23 . <input type="checkbox"/>






The screenshot shows the Edison Manager Self Service interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. Below this, there are search fields for Supervisor ID and Position Number. A welcome message "Welcome TL30" is on the right. The main content area is titled "Exceptions" and includes a "Filter Options" button. Below this is a table with columns: Allow, Exception ID, Description, Date, Name, Job Description, and Severity. The table contains three rows of exceptions. The first row has an unchecked "Allow" checkbox, ID "TN000003", description "Non Duty Hours Reported", date "11/24/2007", name "Buick Lincoln", job description "Buick Lincoln", and severity "High". The second row has a checked "Allow" checkbox, ID "TN000001", description "Not eligible for Holiday", date "11/23/2007", name "Buick Lincoln", job description "Buick Lincoln", and severity "Low". The third row has an unchecked "Allow" checkbox, ID "TN000001", description "Not eligible for Holiday", date "11/22/2007", name "Buick Lincoln", job description "Buick Lincoln", and severity "Low". Below the table are buttons for "Clean Up Exceptions", "Allow All", and "Save". At the bottom, there are links for "Go To: Manager Self Service" and "Time Management".

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TN000003	Non Duty Hours Reported	11/24/2007	Buick Lincoln	Buick Lincoln	High
<input checked="" type="checkbox"/>	TN000001	Not eligible for Holiday	11/23/2007	Buick Lincoln	Buick Lincoln	Low
<input type="checkbox"/>	TN000001	Not eligible for Holiday	11/22/2007	Buick Lincoln	Buick Lincoln	Low

Step	Action
50.	Click the Allow checkbox next to the Low level Exception on 11/22 . <input type="checkbox"/>



The screenshot shows the Edison Manager Self Service interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. Below the navigation bar, there are search fields for Supervisor ID and Position Number. A text block explains the exception process: "Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time." Below this, there's a 'Filter Options' button. The main section is titled 'Exceptions' and shows a table with columns: Allow, Exception ID, Description, Date, Name, Job Description, and Severity. The table contains three rows of exceptions for Buick Lincoln. At the bottom, there are buttons for 'Clean Up Exceptions', 'Allow All', and 'Save', along with links to 'Manager Self Service' and 'Time Management'.

Step	Action
51.	Click the Save button. 
52.	Click the OK button. 
53.	Once Exceptions have been managed, Time Administration will process and reapply the State of Tennessee's Time and Attendance rules. Time Administration will run each night and continue to process time that has been resubmitted through the Exception management process. We will now review the employee Exceptions again to determine if our corrections eliminated the Exceptions for Buick . The day after you have resubmitted time to correct Exceptions you must review the Manage Exceptions page to ensure all Exceptions were eliminated.
54.	Click the Get Employees button. 
55.	Click the scroll bar.
56.	Time Administration processed and no exceptions were identified for our employees.
57.	You have successfully managed exceptions for Buick Lincoln . End of Procedure.

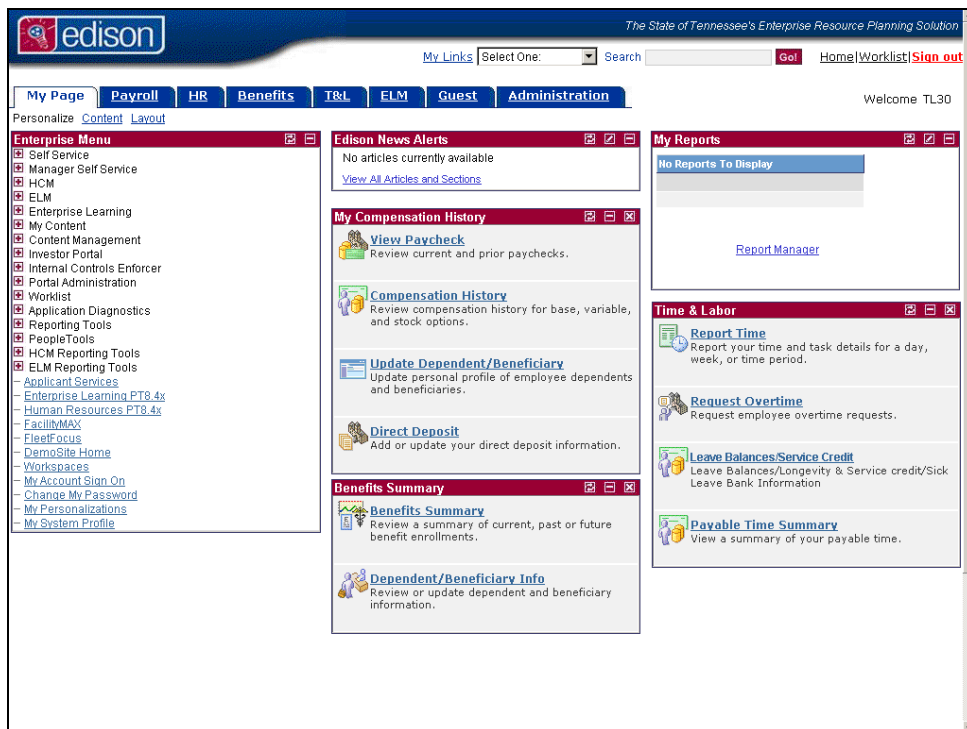
Step 3 - View Employee Payable Time (Summary)


STEP 3 provides managers and supervisors with an easy way to view an employee's weekly timesheet prior to payroll processing.

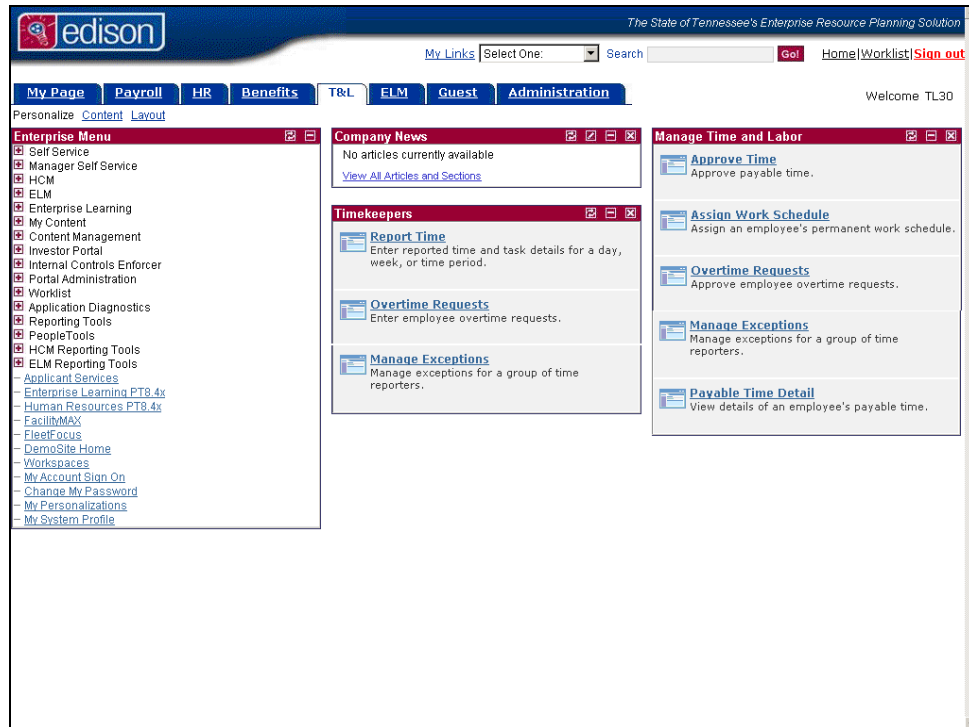
The **Payable Time Summary** pages displays one week's payable time by date, then by **Time Reporting Code (TRC)**. The **Payable Time Summary** page provides a snapshot view of an employee's payable time.

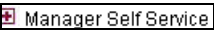
Procedure

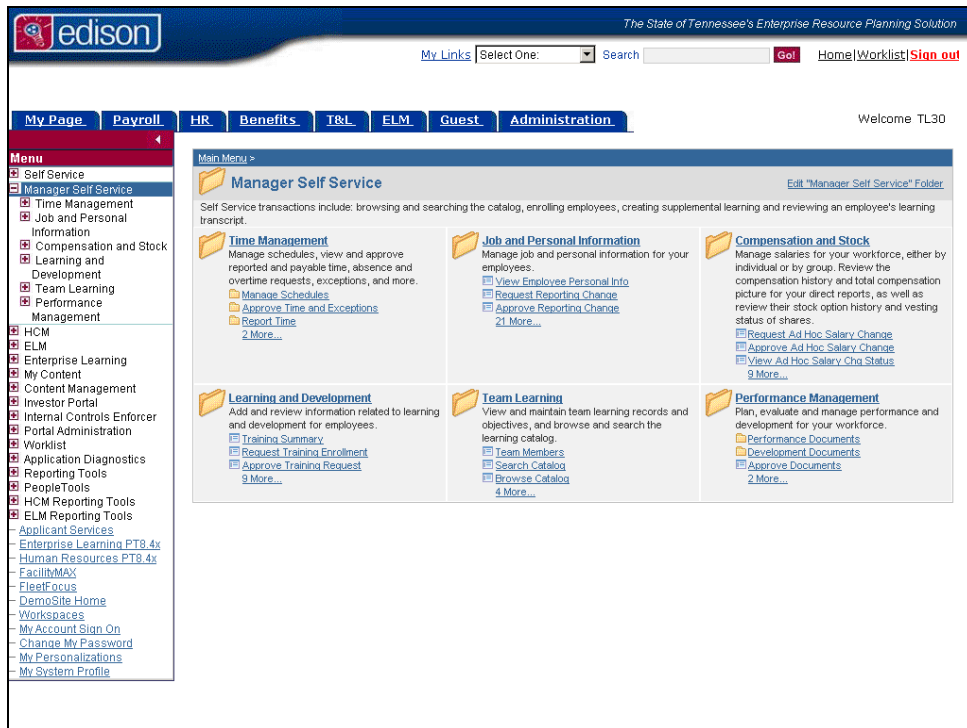
In this lesson, we will view the **Payable Time Summary** for your employees. This is time that has been reported by your employee(s) and has been processes through Time Administration.



Step	Action
1.	<p>The T & L tab on your My Page provides shortcut links to the Time and Labor actions available in the Edison system.</p> <p>Click the T&L tab.</p> 

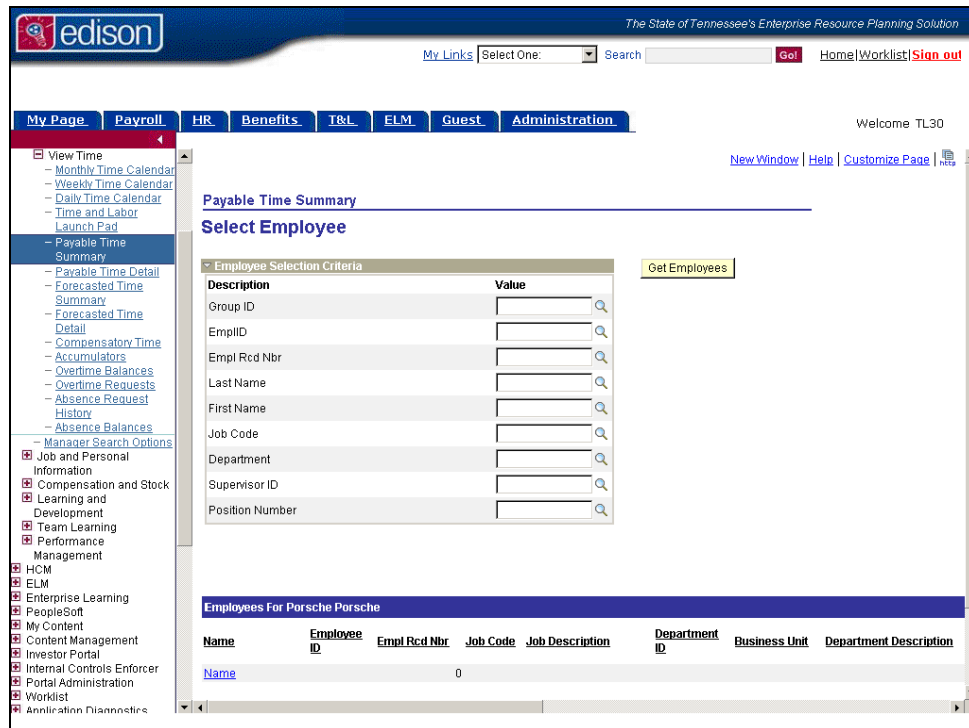





Step	Action
2.	<p>Click the Manager Self Service link.</p> 



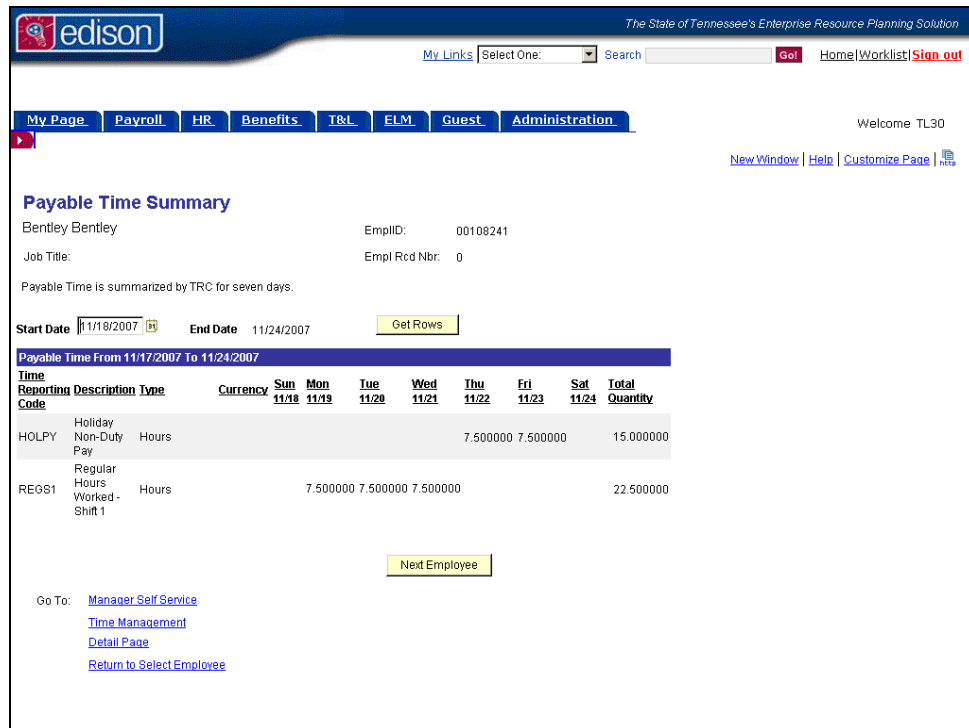
The screenshot shows the Edison Manager Self Service interface. At the top, there's a navigation bar with the Edison logo and the text "The State of Tennessee's Enterprise Resource Planning Solution". Below this is a search bar and a "My Links" dropdown. A secondary navigation bar contains tabs for "My Page", "Payroll", "HR", "Benefits", "T&L", "ELM", "Guest", and "Administration". The "Manager Self Service" section is highlighted, showing a "Main Menu" with various options like "Time Management", "Job and Personal Information", "Compensation and Stock", "Learning and Development", "Team Learning", and "Performance Management". Each option has a brief description and a list of links. A left-hand menu lists additional system features like HCM, ELM, and various reporting tools. The user is logged in as "TL30".

Step	Action
3.	Click the Time Management link. Time Management
4.	Click the View Time link. View Time
5.	Click the Payable Time Summary link. Payable Time Summary





Step	Action
6.	Click the Collapse button. 
7.	The Payable Time Summary page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also simply return all the employees for whom you have approval authority.
8.	Using the Employee Selection Criteria section, specify filter values to return the list of employees for whom you want to view information.
9.	You want to review the payable time for all employees that report to you. Leave the Employee Selection Criteria blank to return a full list of employees. Click the Get Employees button. 
10.	Notice that the system has returned a list of your employees. To begin viewing the payable summary, click the Name link provided for Bentley Bentley . 
11.	Use the Payable Time Summary display-only page to view an employee's week-by-week summary of payable time by time reporting code.
12.	Seven days of information are displayed based on the Start Date entered.

Step	Action
13.	<p>As the employee's manager or supervisor, you will want to validate that the employee selected the appropriate Time Reporting Code (TRC) and that the system generated all time correctly.</p> <p>In this example the system Time and Labor Rules generated the HOLPY - Holiday Non-Duty Pay hours, and the employee's timesheet generated the REGS1 pay hours.</p> <p>As a reminder, the following four TRC's are the most commonly used by employees on their timesheet:</p> <p><u>TRC Description</u> REGS1 -- Shift 1-Reg Hrs Worked AL ----- Annual Leave SL ----- Sick Leave CL ----- Compensatory Leave</p> <p>For a complete list of TRC's and their description, click the note icon below.</p>
14.	<p>NOTE: Reported time that has High severity level exceptions associated with it does not appear on this page because it is not considered payable time.</p> <p>Reported time that has Low or Medium severity level exceptions associated with it will create payable time and display on this page.</p>
15.	<p>Bentley's processed timesheet is reflected here which includes the regular hours worked (REGS1) as well as the holiday (HOLPY) TRC.</p>



The screenshot shows the Edison Manager Self Service interface. At the top, there's a navigation bar with links like My Links, Search, Home, Worklist, and Sign out. Below this is a menu bar with options: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. The main content area is titled "Payable Time Summary" and displays information for Bentley Bentley (EmplID: 00108241). It shows the start and end dates (11/18/2007 to 11/24/2007) and a "Get Rows" button. A table titled "Payable Time From 11/17/2007 To 11/24/2007" lists time reporting descriptions, types, and quantities for various days. The table includes rows for Holiday Non-Duty Pay (HOLPY) and Regular Hours Worked - Shift 1 (REGS1). At the bottom, there's a "Next Employee" button and a "Go To" section with links to Manager Self Service, Time Management, Detail Page, and Return to Select Employee.

Time Reporting Description	Type	Currency	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Total Quantity
HOLPY	Holiday Non-Duty Pay	Hours					7.500000	7.500000		15.000000
REGS1	Regular Hours Worked - Shift 1	Hours		7.500000	7.500000	7.500000				22.500000

Step	Action
16.	Click the Next Employee button. 
17.	After Managing Exceptions and waiting for Time Administration to run, the payable time for Buick reflects regular hours worked (REGS1), leave without pay (LWOP), and Holiday no-pay (HOLNP).
18.	Click the Next Employee link. 
19.	Cadillac's Payable Time Summary displays regular hours worked (REGS1) along with Holiday Pay (HOLPY). Notice: The multiple rows for various Task Profiles do not appear on the summary page. In order to view Task Reporting information, you will need to go directly to the Payable Time Detail page.

Step	Action
20.	<p>If an employee had worked in excess of their regular scheduled hours, overtime TRCs would appear in payable time.</p> <p>Some examples of Overtime TRCs include:</p> <p>ROT - Regular Overtime POT - Premium Overtime POTX5 - Premium Overtime - Half Rate RCOT - Regular Compensatory Overtime PCOT - Premium Compensatory Overtime PCOT5 - Premium Compensatory Overtime - Half Rate</p>
21.	<p>If the employee is receiving cash overtime, an exact match of Regular Overtime (ROT) hours for regular overtime and an exact match of Premium Overtime (POT) hours for premium overtime will display in payable time.</p> <p>For all occurrences of POT you will see a matching value of Premium Overtime Half Rate (POTX5) which will be used to pay the half time rate. For example: POT= 6 hours, POTX5 = 6 hours</p>
22.	<p>For employees who are only eligible to receive Regular Compensatory Overtime (RCOT), only RCOT will appear on the Payable Time Summary, regardless of the number of hours worked in excess of scheduled hours.</p>
23.	<p>If the employee is eligible to receive Premium Compensatory Overtime (PCOT), an exact match of Regular Compensatory Overtime (RCOT) hours for regular overtime, and an exact match of Premium Compensatory Overtime (PCOT) hours for premium overtime will appear on the Payable Time Summary page.</p> <p>In addition to the PCOT, you will see Premium Compensatory Overtime - Half Rate (PCOT5). The value of PCOT5 is half the PCOT value which represents the half portion of premium comp time earned. For example: PCOT=6 hours, PCOT5 = 3 hours</p>
24.	<p>You have successfully view the Payable Time Summary for your employees.</p> <p>In the next lesson, we will navigate to the Payable Time Detail page. End of Procedure.</p>

Step 4 - View Employee Payable Time (Details)

STEP 4 allows managers and supervisors to do the following when needed:

A. View the Labor Distribution of an employee's time; such as funding source, department, project/grant, General Ledger accounting string, etc.

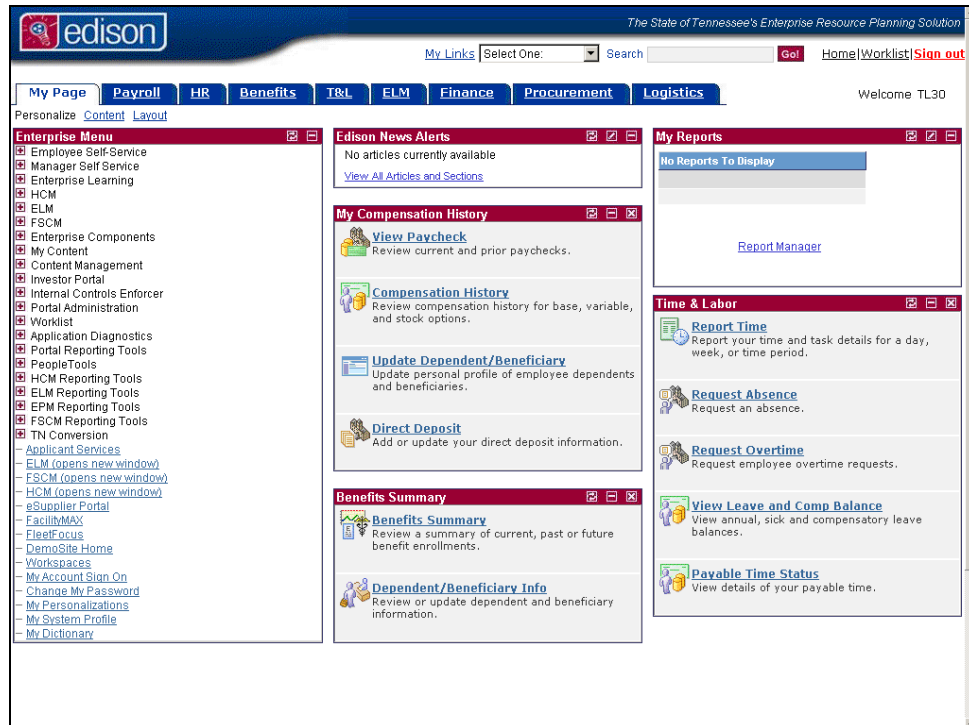
B. Allows you to view the status of payable time for employees. For instance, if an employee worked overtime and did not receive compensation on their paycheck, you could check Payable



Time Details to see if you actually approved the time for payroll processing. All time must be approved in order for the time to be processed by payroll.

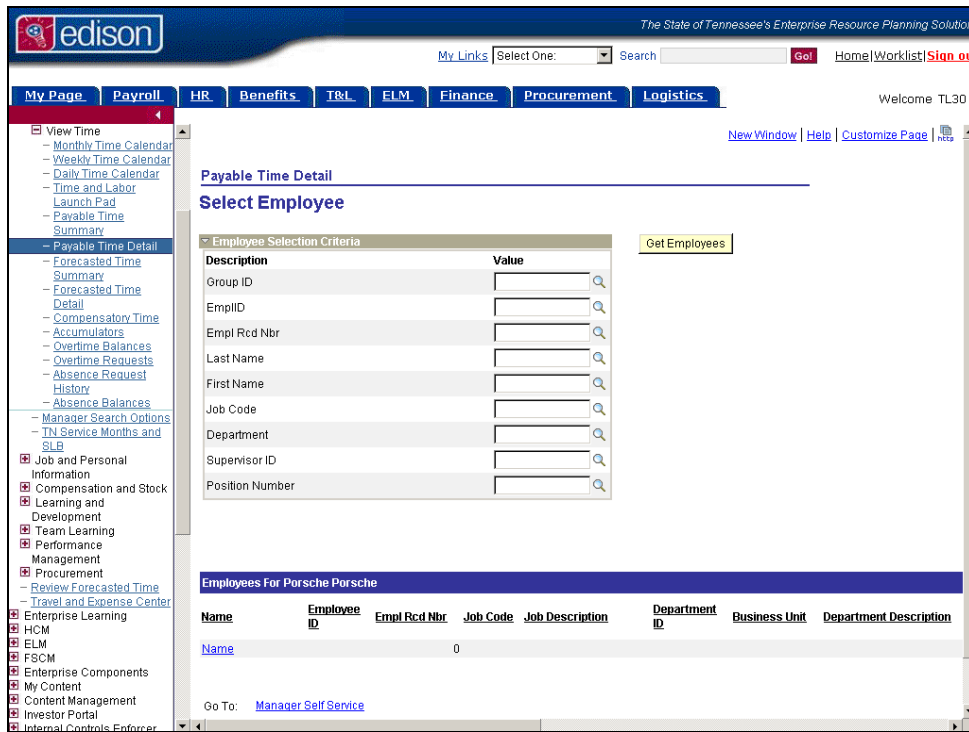
If you do not need to view the information listed above, you can skip this step.

Procedure


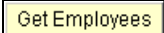

In this lesson, you will view the **Payable Time Detail** for your employees.



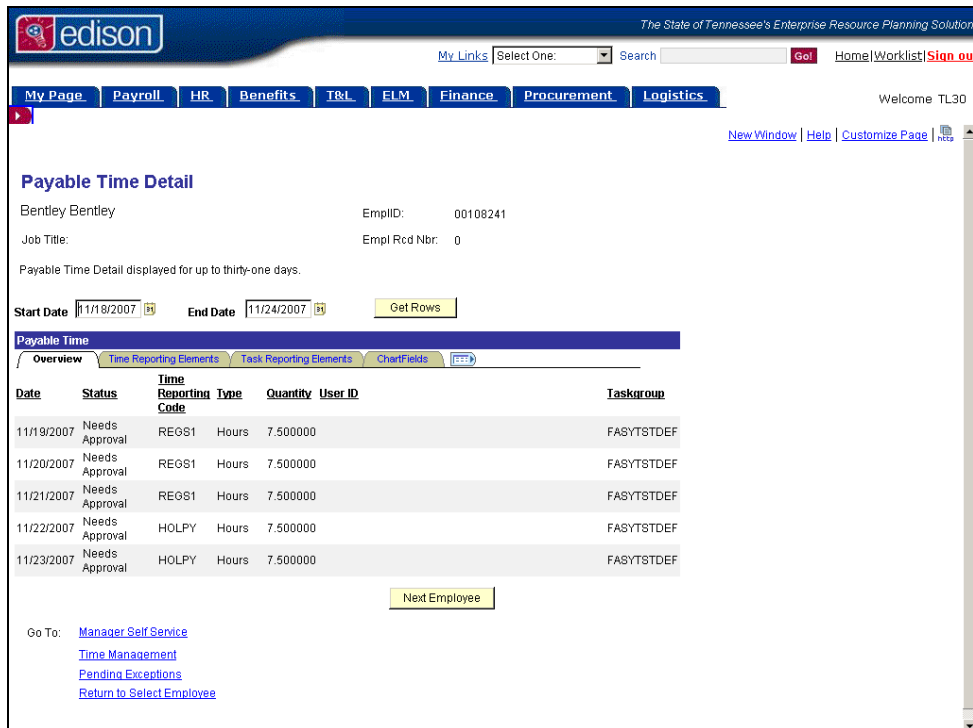
Step	Action
1.	The T & L tab on your My Page provides shortcut links to the Time and Labor actions available in Edison . Click the T&L tab. 
2.	Click the Payable Time Detail link. 







The screenshot shows the Edison Manager Self Service interface. The top navigation bar includes links for My Links, Search, Home, Worklist, and Sign out. The main menu on the left lists various options like View Time, Payable Time Detail, and Job and Personal Information. The central area displays the 'Payable Time Detail' page, which includes a 'Select Employee' section. This section contains an 'Employee Selection Criteria' table with fields for Group ID, EmplID, Empl Rcd Nbr, Last Name, First Name, Job Code, Department, Supervisor ID, and Position Number. A 'Get Employees' button is located to the right of this table. Below the criteria table, there is a table titled 'Employees For Porsche Porsche' with columns for Name, Employee ID, Empl Rcd Nbr, Job Code, Job Description, Department ID, Business Unit, and Department Description. The table currently shows one entry with the name 'Bentley Bentley'.

Step	Action
3.	Click the Collapse button. 
4.	The Payable Time Detail page provides the capability of refining a search. You can search for employees by employee ID, groups, a specific date range, or many other criteria. You can also simply return all the employees for whom you have approval authority but leaving the field blank and selecting the button "Get Employees".
5.	Use the Employee Selection Criteria section, to specify filter values to return the list of employees for whom you want to view information.
6.	In this case, you want to review the payable time for all employees that report to you. Leave the Employee Selection Criteria blank to return a full list of employees. Click the Get Employees button. 
7.	Notice that the system has returned your three employees. To begin viewing the payable detail, click the Name link provided for the employee, in this example select Bentley Bentley . 

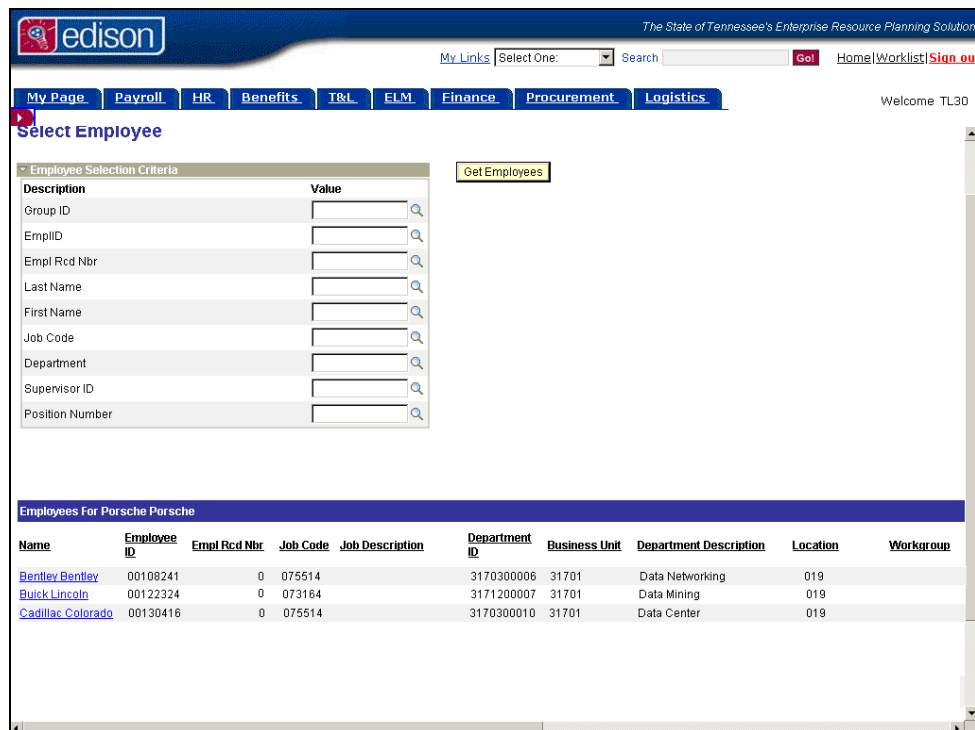
Step	Action
8.	The Payable Time Detail provides details of all hours that are going to be passed to payroll once the time is approved.
9.	<p>The Payable Time Detail can be displayed for up to 31 days. You can change the Start Date and End Date and then click the Get Rows button.</p> <p>Important Note: We suggest you view the Payable Time Detail in weekly increments equal to the workweek for which you are reviewing. This provides you with the total hours for that week and will appropriately display any overtime earned.</p>
10.	Time Administration has processed and applied all Time and Labor rules.
11.	<p>When we viewed <i>Bentley's</i> timesheet, in the Supervisor Views Employee Timesheet lesson, the reported hours total was 22.5. The two days of holiday time were not reported on the timesheet.</p> <p>The Payable Time Detail page now reflects the holiday hours added by Time Administration.</p>
12.	<p>The Status column lists the status of the Payable Time for each day.</p> <p>Notice: in this example the time status displays "Needs Approval".</p>



The screenshot shows the 'Payable Time Detail' page in the Edison system. At the top, there's a navigation bar with tabs like 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', 'ELM', 'Finance', 'Procurement', and 'Logistics'. Below this, the page title 'Payable Time Detail' is followed by employee information: 'Bentley Bentley', 'EmpID: 00108241', and 'Job Title:'. A note states 'Payable Time Detail displayed for up to thirty-one days.' Below this, there are date pickers for 'Start Date' (11/18/2007) and 'End Date' (11/24/2007), with a 'Get Rows' button. A tabbed interface shows 'Overview' selected, with other tabs for 'Time Reporting Elements', 'Task Reporting Elements', and 'ChartFields'. The main table displays time reporting data with columns: Date, Status, Time Reporting Code, Type, Quantity, User ID, and Taskgroup. The data shows five rows of 'Needs Approval' status for REGS1 and HOLPY codes, all with a quantity of 7.500000. At the bottom, there's a 'Next Employee' button and a 'Go To:' section with links to 'Manager Self Service', 'Time Management', 'Pending Exceptions', and 'Return to Select Employee'.

Step	Action
13.	Click the Time Reporting Elements tab. 
14.	The Time Reporting Elements tab adds the columns below for your review.
15.	Click the Task Reporting Elements tab. 
16.	<p>The Task Reporting Elements tab adds the columns below for your review.</p> <p>This page is used by managers or supervisor who want to validate that the employee selected the appropriate Project Costing Chartfield.</p> <p>Project Costing Chartfield values are assigned to Task Profile ID's. Employees can allocate their time to a project or grant by selecting the appropriate Task Profile ID on the timesheet. When an employee's time has been allocated to a project or grant the Project Costing Chartfield values would appear in the Project Id and Activity Id fields.</p> <p>NOTE: For the majority of Agencies, this information will automatically be populated by the system. However, agencies with employees who allocate their time to different or several Federal or State grants will use this page to validate whether or not the employee has correctly allocated their time.</p>
17.	Click the scroll bar to review other information provided on this tab.
18.	The Task Reporting Elements tab adds the columns below for your review.
19.	Click the scroll bar to return to the left side of this page.
20.	Click the ChartFields tab. 
21.	<p>The ChartFields tab adds the columns below for your review.</p> <p>This page is used to view the General Ledger Chartfields that have been associated to the selected Task Profile ID that was entered on the employee's timesheet.</p> <p>NOTE: this information is directly tied to the Task Profile ID and will automatically be populated by the system.</p>
22.	Click the Next Employee button. 
23.	Buick Lincoln's Payable Time Detail is returned for you to review.
24.	<p>The Payable Time Detail can be displayed for up to 31 days. You can change the Start Date and End Date and then click the Get Rows button.</p> <p>Important Note: We suggest you view the Payable Time Detail in weekly increments equal to the workweek for which you are reviewing. This provides you with the total hours for that week and will appropriately display any overtime earned.</p>

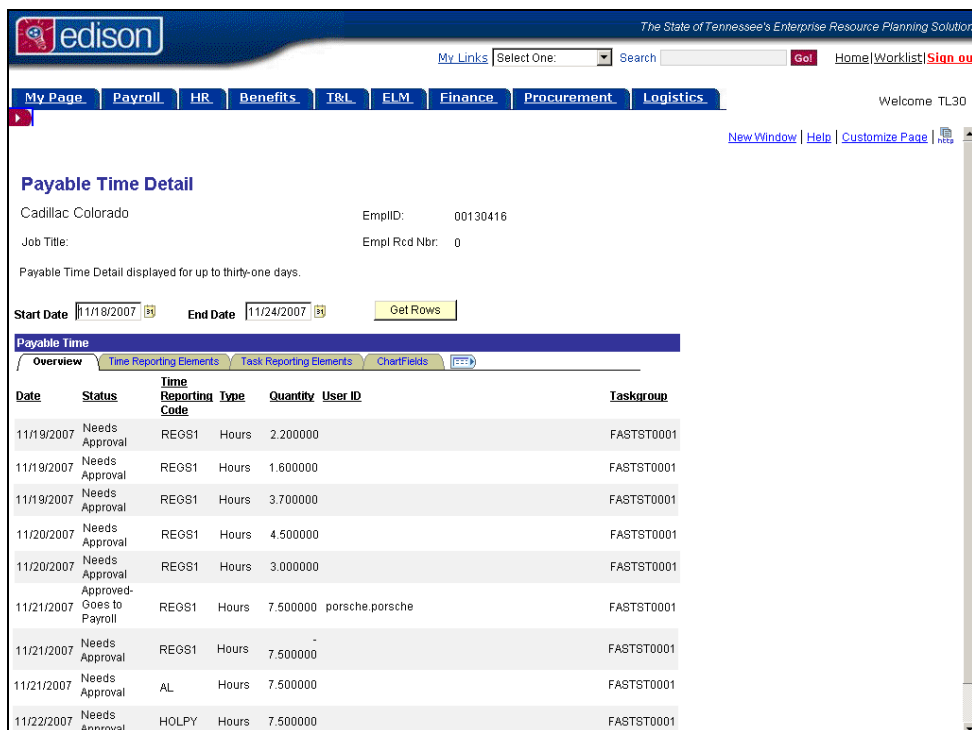
Step	Action
25.	On 11/21/2007 , Buick has 7.5 hours of Leave Without Pay (LWOP) .
26.	<p>When we viewed Buick's timesheet, in the Supervisor Views Employee Timesheet lesson, the two days of holiday time were not reported on the timesheet.</p> <p>The Payable Time Detail page now reflects the holiday hours added by Time Administration.</p> <p>Buick did not meet the State requirements to qualify for Holiday pay. Time Administration assigned 7.5 hours of Holiday No Pay (HOLNP) for Buick on 11/22/2007 and 11/23/2007.</p>
27.	<p>At this point, you could select the Next Employee button to advance to your next employee. In addition, you can also use the Return to Select Employee link to see a list of all of your employees with payable time.</p> <p>Click the Return to Select Employee link.</p> <p>Return to Select Employee</p>



The screenshot shows the 'Select Employee' interface in the Edison HR system. At the top, there's a navigation bar with tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this is a search area with a 'Select One' dropdown and a 'Search' button. The main section is titled 'Select Employee' and contains a table for 'Employee Selection Criteria' with fields for Group ID, EmplID, Empl Rcd Nbr, Last Name, First Name, Job Code, Department, Supervisor ID, and Position Number. To the right of this table is a 'Get Employees' button. Below the search criteria table is a table titled 'Employees For Porsche Porsche' with columns for Name, Employee ID, Empl Rcd Nbr, Job Code, Job Description, Department ID, Business Unit, Department Description, Location, and Workgroup. The table lists three employees: Bentley Bentley, Buick Lincoln, and Cadillac Colorado.

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description	Location	Workgroup
Bentley Bentley	00108241	0	075514		3170300006	31701	Data Networking	019	
Buick Lincoln	00122324	0	073164		3171200007	31701	Data Mining	019	
Cadillac Colorado	00130416	0	075514		3170300010	31701	Data Center	019	

Step	Action
28.	Continue reviewing the Payable Time Detail for your employees. Click the link provided for Cadillac Colorado . Cadillac Colorado
29.	The Payable Time Detail can be displayed for up to 31 days. You can change the Start Date and End Date and then click the Get Rows button. Important Note: We suggest you view the Payable Time Detail in weekly increments equal to the workweek for which you are reviewing. This provides you with the total hours for that week and will appropriately display any overtime earned.



The screenshot shows the Edison Payable Time Detail interface. At the top, there's a navigation bar with tabs like My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the 'Payable Time Detail' section is active, showing details for 'Cadillac Colorado' with Employee ID 00130416 and Job Title. It indicates that the Payable Time Detail is displayed for up to thirty-one days. There are input fields for 'Start Date' (11/18/2007) and 'End Date' (11/24/2007), and a 'Get Rows' button. Below this, a table titled 'Payable Time' is shown with tabs for Overview, Time Reporting Elements, Task Reporting Elements, and Chart Fields. The table has columns for Date, Status, Time Reporting Code, Type, Quantity, User ID, and Taskgroup. The data shows several rows of time reporting for the dates 11/19/2007, 11/20/2007, 11/21/2007, and 11/22/2007, with various statuses like 'Needs Approval' and 'Approved- Goes to Payroll'.

Step	Action
30.	Click the scrollbar.
31.	Notice that 11/19 has three rows of information, but only one (7.5 hour) day was reported on the timesheet. The reason this has occurred is because the Task Profile ID we chose is set up to be allocated to three different buckets (i.e. grants, projects, etc.).

Step	Action
32.	As a supervisor, it is your responsibility to verify that the number of reported hours equals the number of payable hours. In this example, 7.5 hours were reported on the timesheet, and the three lines of payable time for 11/19 add up to 7.5 hours (2.2 + 1.6 + 3.7).
33.	Note that Cadillac has three rows of information dated 11/21/2007 .
34.	In this example, REGS1 hours were reported for Cadillac and approved by his supervisor Porsche Porsche .
35.	When approved payable time is modified, a reversal (-) is created. The original, reversal, and new entry lines all need to be approved. Note: Not only will changes to TRCs create reversals, but also changes to Task Profiles may also create reversals.
36.	The negative sign (-) listed above the 7.500000 in the Quantity column for this entry reflects negative hours.
37.	A new timesheet was then submitted changing the reported hours on 11/21/2007 from REGS1 to AL . This caused the negative (-) entry on the Payable Time Detail .
38.	AL - Annual Leave is the new entry on 11/21/2007 that was reported and submitted on the timesheet which replaced REGS1 .
39.	When we viewed Cadillac's timesheet, in the Supervisor Views Employee Timesheet lesson, the reported hours total was 22.5 . The two days of holiday time were not reflected on the timesheet. The Payable Time Detail page now reflects the holiday hours added by Time Administration .
40.	You have successfully viewed the Payable Time Detail for your employees. End of Procedure.

Step 5 - Approves Employee Payable Time

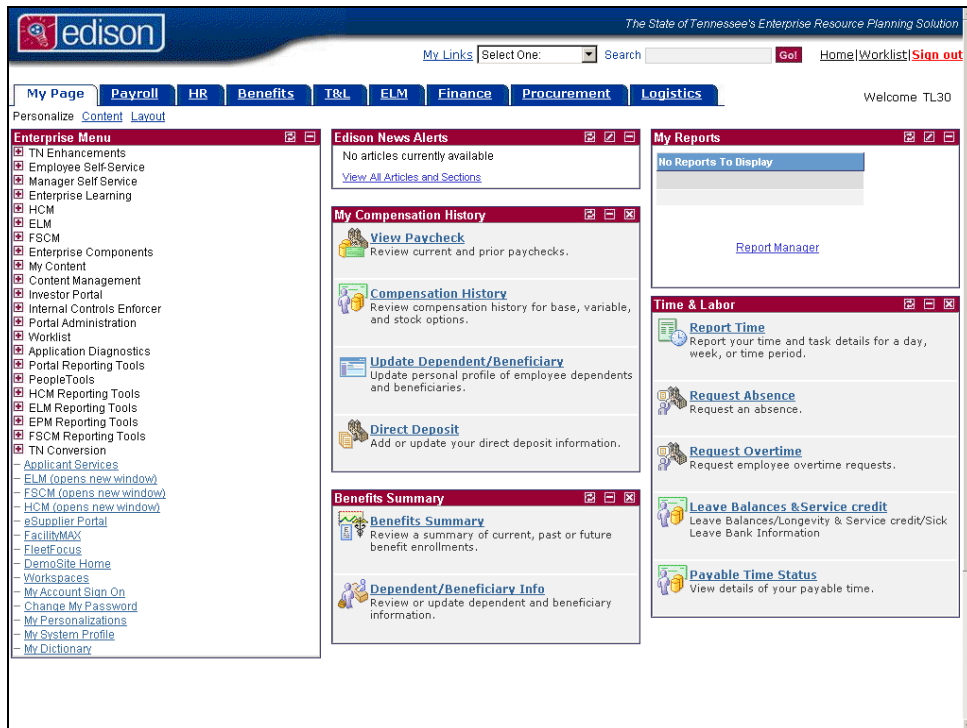
STEP 5 - in this step managers and supervisors approve employee's time so that it will be processed in the next payroll cycle.

This is the last step in the approval process. After the **Supervisor** or **Alternate Time Approver** approves the employee's **Payable Time**, the time is sent to payroll for processing.

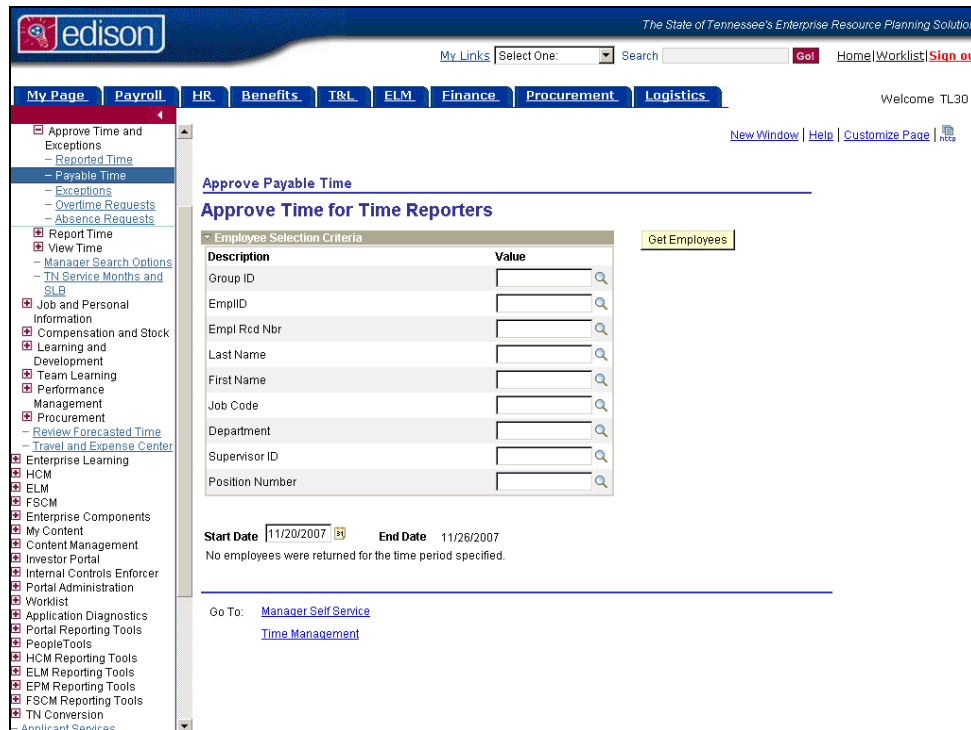
NOTE: Unapproved time does NOT process through payroll.

Procedure





In this lesson you will **Approve the Payable Time** for your employees.



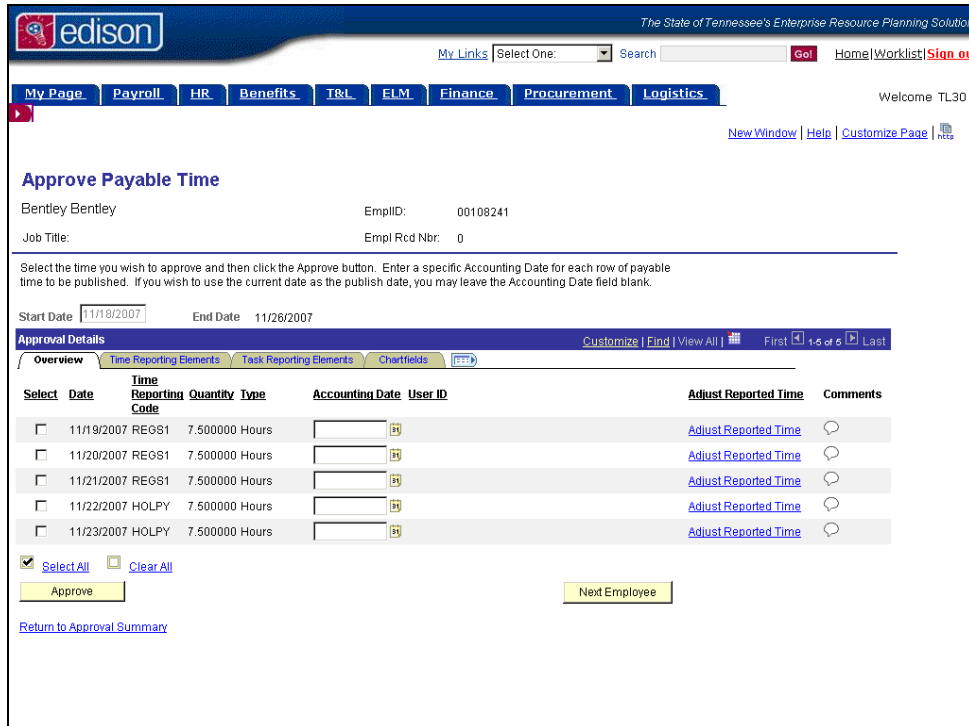
Step	Action
1.	<p>The T & L tab on your My Page provides shortcut links to the Time and Labor actions available in the Edison system.</p> <p>Click the T&L tab.</p> <p>T&L</p>
2.	<p>Click the Approve Time link.</p> <p>Approve Time</p>



The screenshot shows the Edison Manager Self Service interface. The top navigation bar includes 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The left sidebar contains a tree view with categories like 'Approve Time and Exceptions', 'Report Time', 'Job and Personal Information', and 'Enterprise Learning'. The main content area is titled 'Approve Payable Time' and 'Approve Time for Time Reporters'. It features an 'Employee Selection Criteria' table with fields for Group ID, EmplID, Empl Rcd Nbr, Last Name, First Name, Job Code, Department, Supervisor ID, and Position Number. Below this table are 'Start Date' and 'End Date' fields, both set to 11/20/2007. A 'Get Employees' button is located to the right of the criteria table. The bottom of the page has links for 'Manager Self Service' and 'Time Management'.

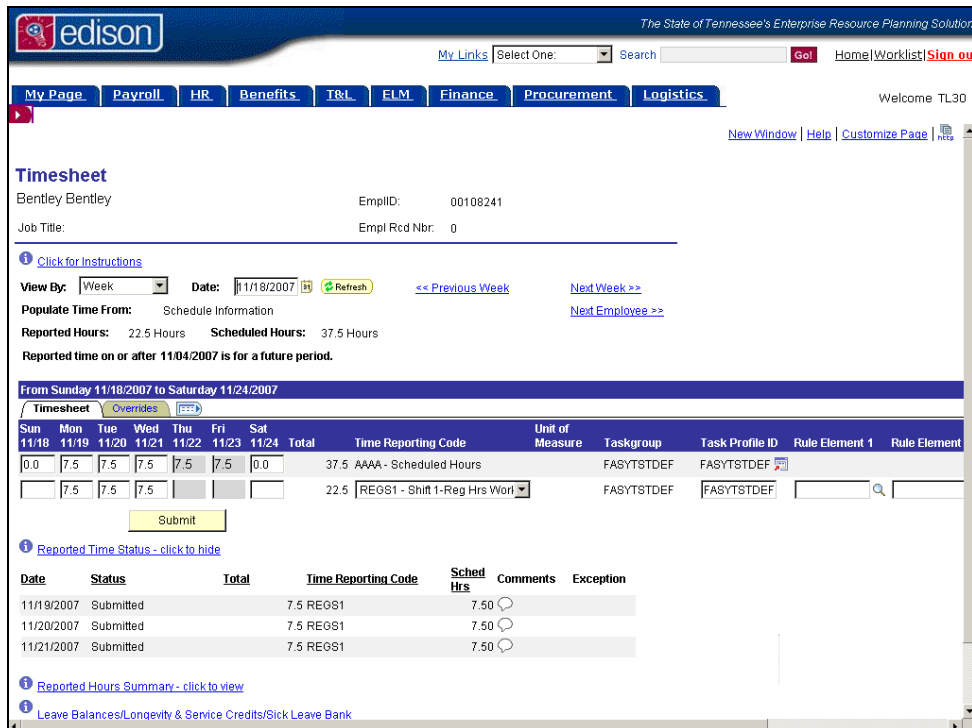
Step	Action
3.	Click the Collapse button. 
4.	The Approve Time for Time Reporters page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range or many other criteria. You can also simply return all the employees for whom you have approval authority.
5.	Using the Employee Selection Criteria section, specify filter values to return the list of employees for whom you want to view information.
6.	Edison requires weekly time approval. Click the Calendar button to select the Start Date of the week you wish to approve. 
7.	You want to approve Payable Time for the workweek of November 18 through November 24 . Click the 18 link. 
8.	Leave the Employee Selection Criteria blank and all employees that report to you will be returned for your review. Click the Get Employees button. 

Step	Action
9.	Click the scroll bar to view the employee listed at the bottom of this page.
10.	<p>Displayed for approval are the Total Payable Hours within the selected workweek.</p> <p>The Total Payable Hours should account for all the employee's scheduled hours for that workweek.</p> <p>To obtain daily information regarding daily hours worked and Time Reporting Codes selected, click on the employee's name link.</p>
11.	<p>To view the daily reported hours, the Time Reporting Codes (TRC) and Task Profiles associated with the employee's time click the link provided for Bentley Bentley.</p> <p>Bentley Bentley</p>
12.	The employee's Payable Time is expanded to a daily view and the Time Reporting Codes associated with the hours are listed.
13.	<p>Bentley submitted 7.5 hours using the Time Reporting Code REGS1 (Regular Hours Shift 1) on 11/19/2007.</p> <p>Each day is listed for your review.</p>
14.	The Adjust Reported Time link takes you to the employees timesheet for the date selected. The timesheet provides you a view of the Task Profiles associated with the employee's time.



The screenshot shows the 'Approve Payable Time' page in the Edison system. At the top, there's a navigation bar with links like My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the user's name 'Bentley Bentley' and employee ID '00108241' are displayed. The page instructs the user to select the time to approve and enter an Accounting Date for each row of payable time. A table lists five rows of time entries, each with a checkbox, date, time reporting code, quantity, type, accounting date, user ID, and an 'Adjust Reported Time' link. At the bottom, there are buttons for 'Select All', 'Clear All', 'Approve', and 'Next Employee', along with a link to 'Return to Approval Summary'.

Step	Action
15.	Click the Adjust Reported Time link. Adjust Reported Time
16.	The employee's timesheet is now displayed. Review and verify the appropriate reported hours, Time Reporting Codes (TRC) and Task Profiles were selected.
17.	<p>The supervisor can correct the Reported Time time by making an adjustment on the displayed timesheet. The preferred method is to request the employee to make the appropriate change.</p> <p>The supervisor should only make corrections when necessary, such as: when the employee is unavailable. All corrections made by the supervisor should be documented on the appropriate form. This form requires both the employee and manager's signature.</p> <p>If an adjustment is made, the supervisor must Submit the timesheet. The following steps would then be required:</p> <ol style="list-style-type: none"> 1. Time Administration must process the timesheet. 2. Exceptions must be managed. 3. The corrected timesheet must be Approved.
18.	If you remember from the View Employee Timesheet lesson, our example workweek includes two holidays, Thursday 11/22 and Friday 11/23 . Bentley did not report hours on either day because he did not work.



Timesheet
Bentley Bentley
Job Title: _____
EmpID: 00108241
Empl Red Nbr: 0

[Click for Instructions](#)

View By: Week Date: 11/18/2007 [Refresh](#) [Previous Week](#) [Next Week](#)

Populate Time From: Schedule Information

Reported Hours: 22.5 Hours Scheduled Hours: 37.5 Hours
Reported time on or after 11/04/2007 is for a future period.

From Sunday 11/18/2007 to Saturday 11/24/2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Unit of Measure	Taskgroup	Task Profile ID	Rule Element 1	Rule Element					
11/18	11/19	11/20	11/21	11/22	11/23	11/24	0.0	7.5	7.5	7.5	7.5	7.5	0.0	37.5	AAAA - Scheduled Hours	FASYTSTDEF	FASYTSTDEF	
								7.5	7.5					22.5	REGS1 - Shift 1-Reg Hrs Wor	FASYTSTDEF	FASYTSTDEF	

[Submit](#)

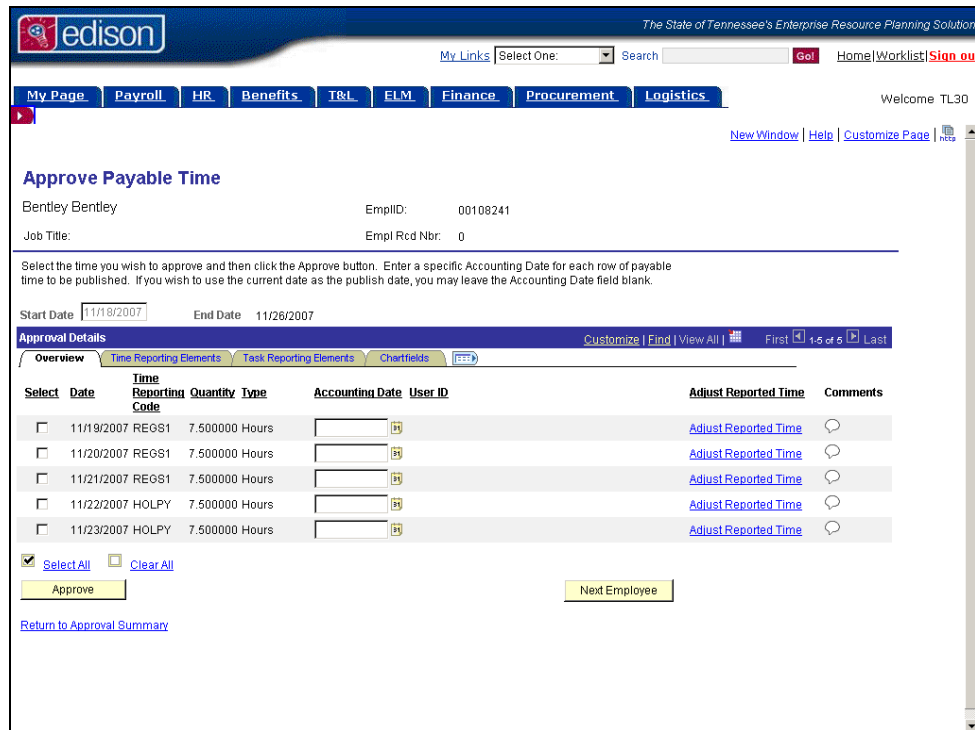
[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments	Exception
11/19/2007	Submitted	7.5	REGS1	7.50		
11/20/2007	Submitted	7.5	REGS1	7.50		
11/21/2007	Submitted	7.5	REGS1	7.50		

[Reported Hours Summary - click to view](#)

[Leave Balances/Longevity & Service Credits/Sick Leave Bank](#)

Step	Action
19.	We are finished reviewing the timesheet. Click the scroll bar.
20.	Click the Return to Approval Details link. Return to Approval Details
21.	Time Administration has applied the Holiday hours (HOLPY) to Bentley's Payable Time because he met the State requirements for Holiday pay.



Approve Payable Time

Bentley Bentley EmpID: 00108241
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 11/18/2007 End Date: 11/26/2007

Approval Details Customize | Find | View All | First | 1 of 5 | Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ [Select All](#) ☐ [Clear All](#)

[Approve](#) [Next Employee](#)

[Return to Approval Summary](#)

Step	Action
22.	Click the Time Reporting Elements tab to review more information regarding Bentley's time. Time Reporting Elements
23.	The Time Reporting Elements are now displayed.
24.	Click the Task Reporting Elements tab to review more information regarding Bentley's time. Task Reporting Elements
25.	The Task Reporting Elements are now displayed.

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics

Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Approve Payable Time

Bentley Bentley EmplID: 00108241
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1](#)

[Overview](#) | [Time Reporting Elements](#) | [Task Reporting Elements](#) | [ChartFields](#) | [Help](#)

Date	Status	Time Reporting Code	Type	Quantity	Business Unit	Combo Code	PC Business Unit	Project Id	Activity Id	Approval Process Datetime	Publish S
11/19/2007	Needs Approval	REGS1	Hours	7.500000	31701	DEF3170100002				01/01/1900 12:00:00AM	N
11/20/2007	Needs Approval	REGS1	Hours	7.500000	31701	DEF3170100002				01/01/1900 12:00:00AM	N
11/21/2007	Needs Approval	REGS1	Hours	7.500000	31701	DEF3170100002				01/01/1900 12:00:00AM	N
11/22/2007	Needs Approval	HOLPY	Hours	7.500000	31701	DEF3170100002				01/01/1900 12:00:00AM	N
11/23/2007	Needs Approval	HOLPY	Hours	7.500000	31701	DEF3170100002				01/01/1900 12:00:00AM	N

☒ [Select All](#) ☐ [Clear All](#)

[Approve](#) [Next Employee](#)

[Return to Approval Summary](#)

Step	Action
26.	Click the ChartFields tab to review more information regarding Bentley's time. ChartFields
27.	The Chartfield information is now displayed.
28.	Click the Overview tab to complete the approval process. Overview
29.	After verifying the accuracy of all Time Reporting elements, the supervisor should select the box beside each day for approval.

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Approve Payable Time

Bentley Bentley EmpID: 00108241
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

Approve Next Employee

[Return to Approval Summary](#)

Step	Action
30.	Click the checkbox corresponding to 11/19 . <input type="checkbox"/>

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics Welcome TL30

[New Window](#) [Help](#) [Customize Page](#) [Help](#)

Approve Payable Time

Bentley Bentley EmplID: 00108241
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize Find View All First 1 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

Approve Next Employee

[Return to Approval Summary](#)

Step	Action
31.	Click the checkbox corresponding to 11/20 . <input type="checkbox"/>

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics

Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [Log out](#)

Approve Payable Time

Bentley Bentley EmpID: 00108241
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

Approve Next Employee

[Return to Approval Summary](#)

Step	Action
32.	Click the checkbox corresponding to 11/21 . <input type="checkbox"/>
33.	Click the checkbox corresponding to 11/22 . <input type="checkbox"/>

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My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics Welcome TL30

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Approve Payable Time

Bentley Bentley EmplID: 00108241
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

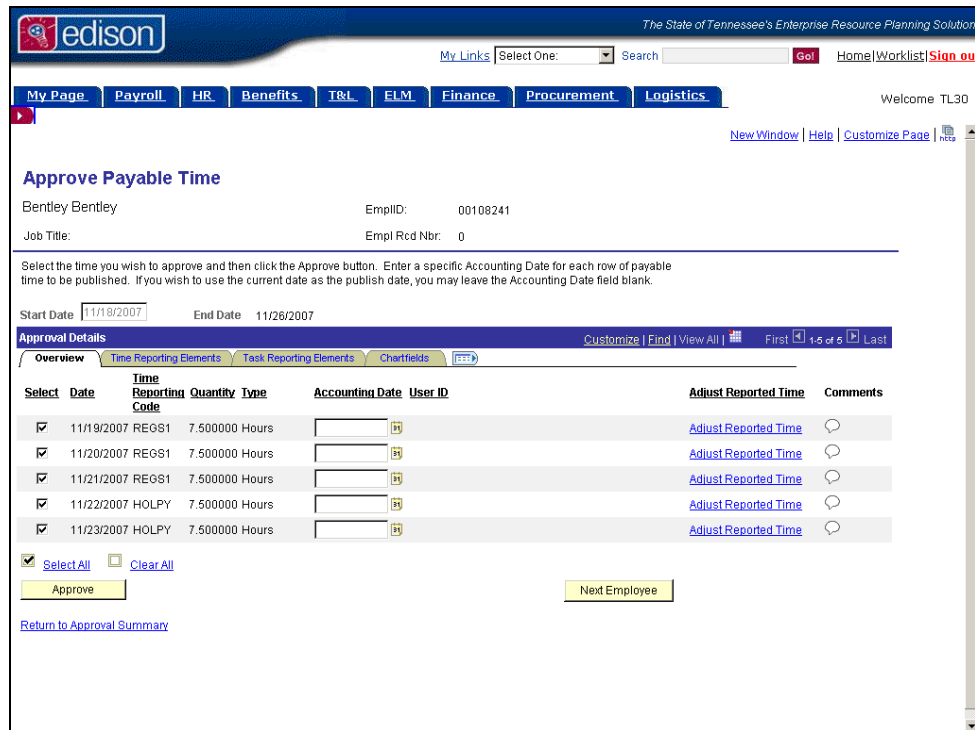
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/21/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All


Approve Next Employee

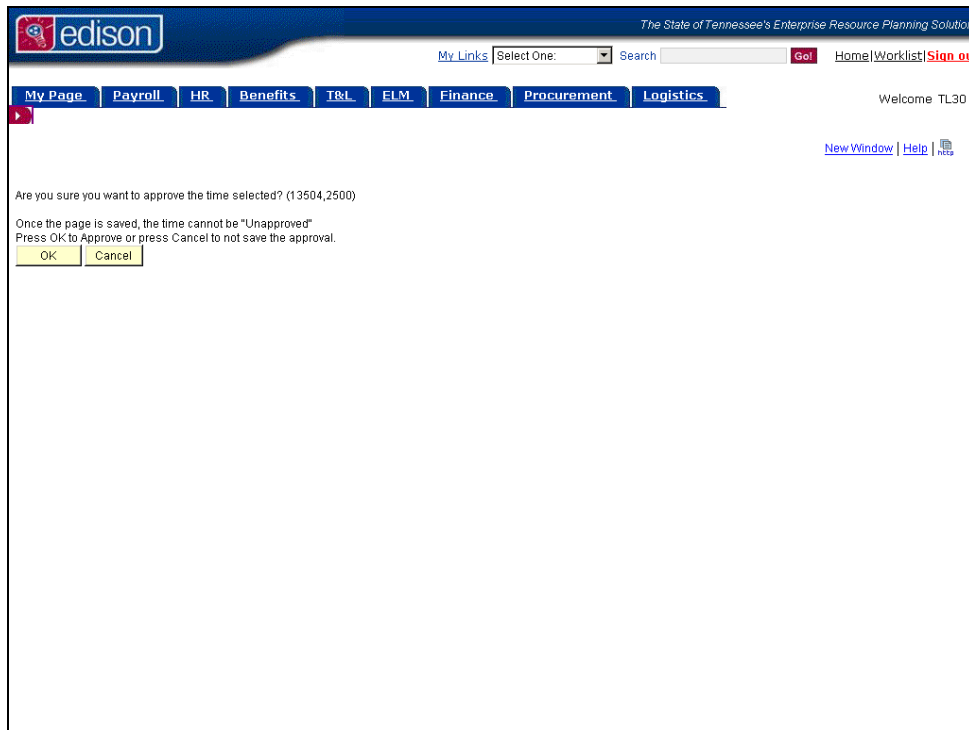
[Return to Approval Summary](#)

Step	Action
34.	Click the checkbox corresponding to 11/23 . <input type="checkbox"/>




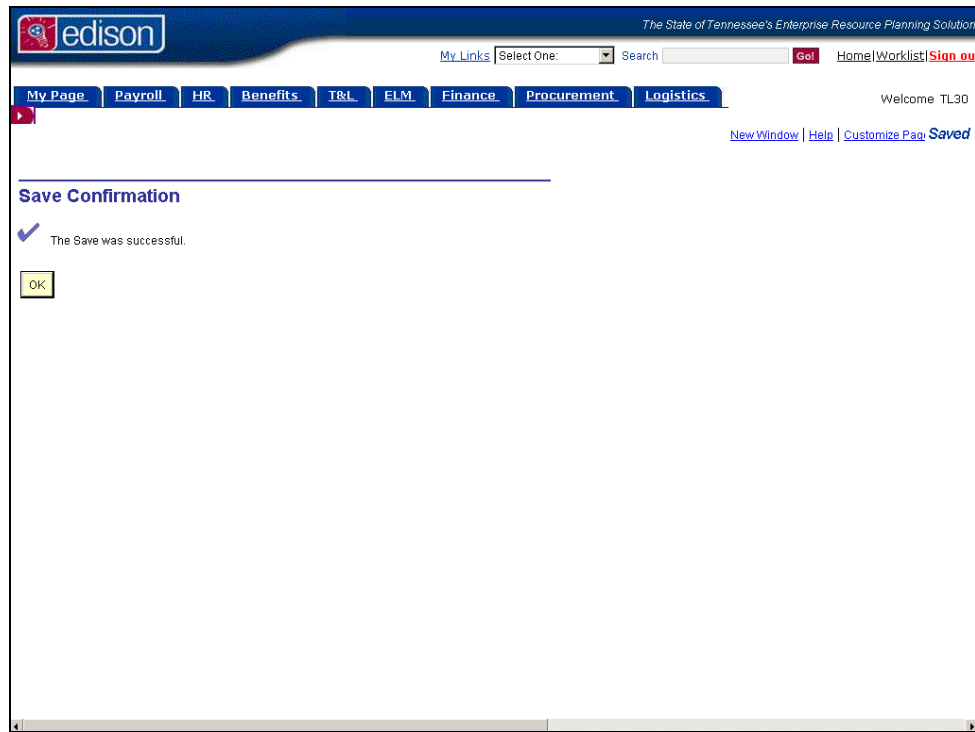
The screenshot shows the 'Approve Payable Time' screen in the Edison system. At the top, there's a navigation bar with tabs like My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the user's name 'Bentley Bentley' and employee information (EmplID: 00108241, Empl Rcd Nbr: 0) are displayed. A section for 'Approval Details' includes a table with columns for Select, Date, Time Reporting Code, Quantity, Type, Accounting Date, User ID, Adjust Reported Time, and Comments. The table contains five rows of data for dates from 11/19/2007 to 11/23/2007, all with a quantity of 7.500000 Hours. Below the table are buttons for 'Select All', 'Clear All', 'Approve', and 'Next Employee'. A 'Return to Approval Summary' link is also present.


Step	Action
35.	Click the Approve button. 

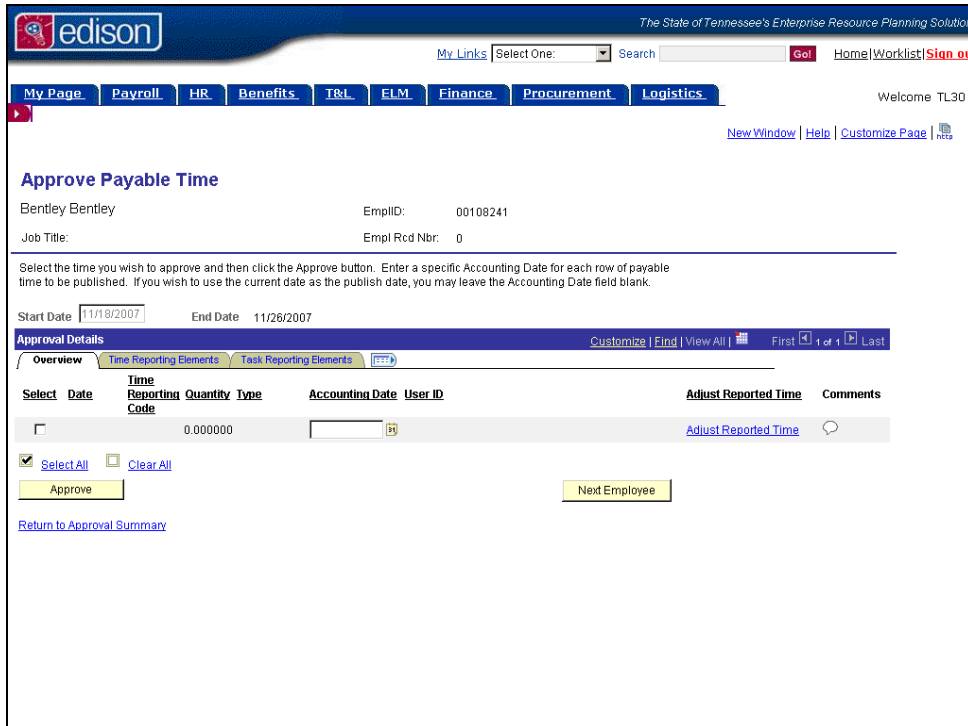


The screenshot shows the Edison system interface. At the top, there is a navigation bar with the Edison logo and the text "The State of Tennessee's Enterprise Resource Planning Solution". Below this, there is a search bar and a "Go!" button. A horizontal menu contains several tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The "My Page" tab is currently selected. On the right side, there is a "Welcome TL30" message and links for "New Window", "Help", and "Log out". The main content area displays a confirmation message: "Are you sure you want to approve the time selected? (13504,2500)". Below this message, it states: "Once the page is saved, the time cannot be 'Unapproved'. Press OK to Approve or press Cancel to not save the approval." At the bottom of the message, there are two buttons: "OK" and "Cancel".



Step	Action
36.	<p>Time in the Edison system cannot be "Unapproved".</p> <p>Corrections to the time would be made by submitting a corrected timesheet for the employee. The corrected timesheet would create reversals and require approval from the supervisor.</p> <p>Click the OK button.</p> 



Step	Action
37.	Click the OK button. 
38.	You are returned to the same Approve Payable Time page for <i>Bentley</i> . Notice that the time is no longer available for approval. In order to see the Payable Time , you would need to navigate to either the Payable Time Summary or the Payable Time Detail .



The screenshot shows the 'Approve Payable Time' page in the Edison system. At the top, there's a navigation bar with tabs like 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', 'ELM', 'Finance', 'Procurement', and 'Logistics'. Below this, the user 'Bentley Bentley' is logged in with 'EmpID: 00108241' and 'Job Title:'. The page title is 'Approve Payable Time'. A section for 'Approval Details' shows 'Start Date: 11/18/2007' and 'End Date: 11/26/2007'. Below this is a table with columns: 'Select', 'Date', 'Time Reporting Code', 'Quantity', 'Type', 'Accounting Date', 'User ID', 'Adjust Reported Time', and 'Comments'. The table has one row with a checkbox, '11/18/2007', '0.000000', and a blank 'Accounting Date' field. There are buttons for 'Select All', 'Clear All', 'Approve', and 'Next Employee'. A 'Return to Approval Summary' link is at the bottom.

Step	Action
39.	We are now ready to approve payable time for our next employee. Click the Next Employee button. 
40.	The Approve Payable Time page for our next employee, Buick Lincoln , is displayed.
41.	The employee's Payable Time is expanded to a daily view and the TRCs associated with the hours are listed.
42.	On 11/21/2007 , Buick reported 7.5 hours of Leave Without Pay (LWOP) .
43.	Buick did not meet the State requirements to qualify for Holiday pay, so Time Administration assigned 7.5 hours of Holiday No Pay (HOLNP) for Buick on 11/22/2007 and 11/23/2007 .
44.	The Adjust Reported Time link takes you to the timesheet where the Task Profiles associated with the employee's time are displayed.
45.	Click the checkbox corresponding to 11/19 . 

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics

Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Approve Payable Time

Buick Lincoln EmplID: 00122324
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1-5 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	LWOP	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLNP	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLNP	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

[Return to Approval Summary](#)

Step	Action
46.	Click the checkbox corresponding to 11/20 . <input type="checkbox"/>

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [RSS](#)

Approve Payable Time

Buick Lincoln EmplID: 00122324
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1-5 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	LWOP	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLNP	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLNP	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

[Approve](#) [Previous Employee](#) [Next Employee](#)

[Return to Approval Summary](#)

Step	Action
47.	Click the checkbox corresponding to 11/21 . <input type="checkbox"/>
48.	Click the checkbox corresponding to 11/22 . <input type="checkbox"/>
49.	Click the checkbox corresponding to 11/23 . <input type="checkbox"/>

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Approve Payable Time

Buick Lincoln EmplID: 00122324
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1-5 of 5 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

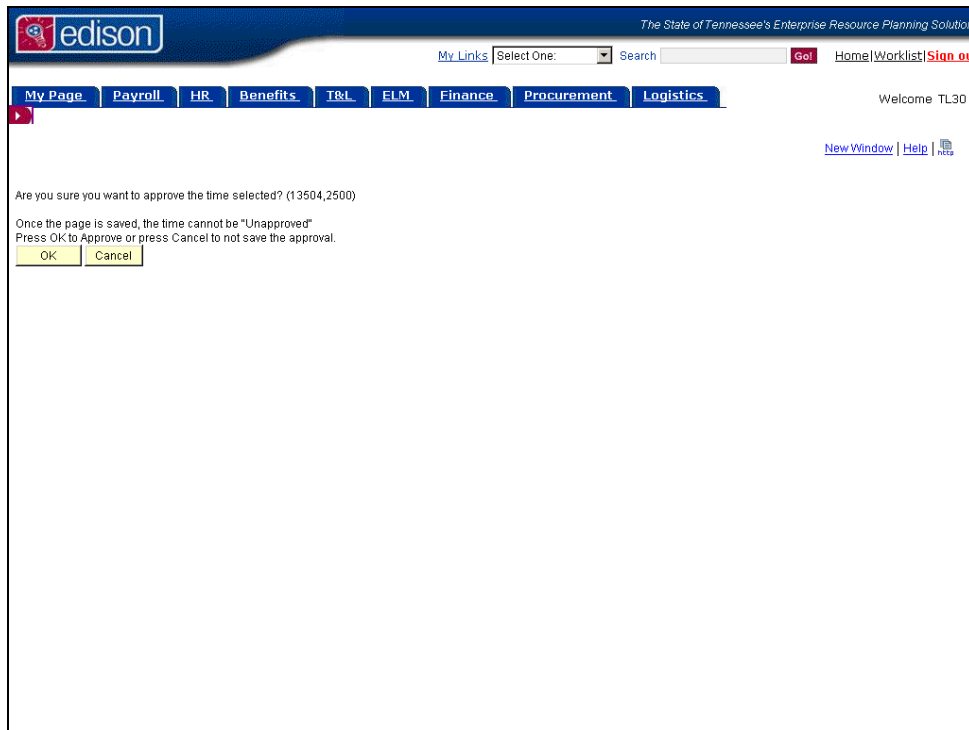
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/21/2007	LWOP	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/22/2007	HOLNP	7.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/23/2007	HOLNP	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All


[Approve](#) [Previous Employee](#) [Next Employee](#)

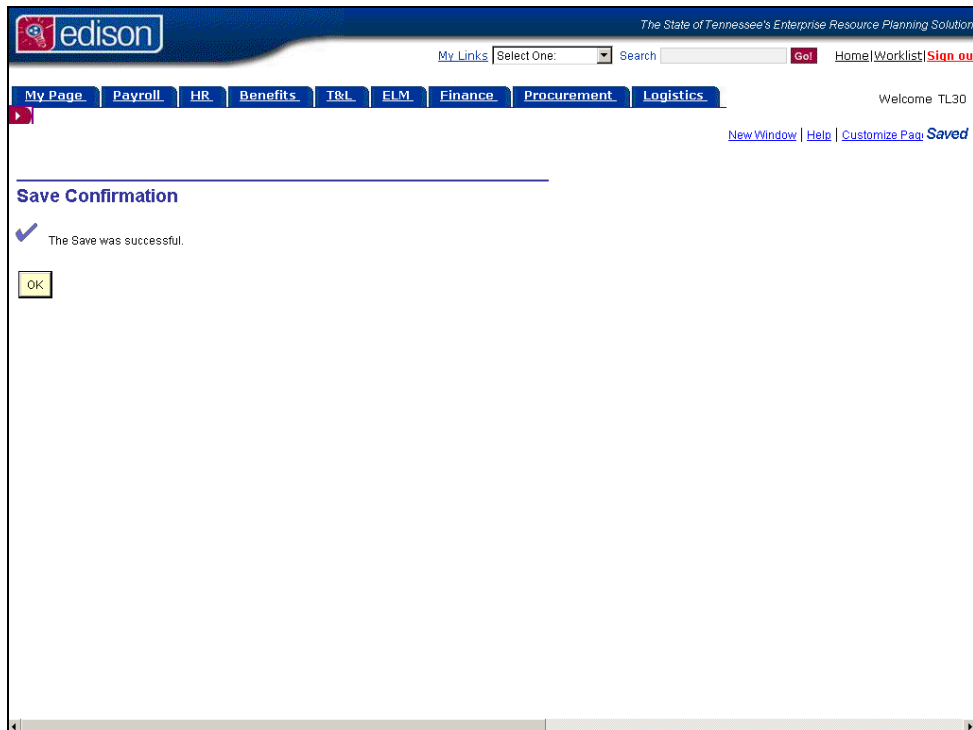
[Return to Approval Summary](#)


Step	Action
50.	Click the Approve button. Approve

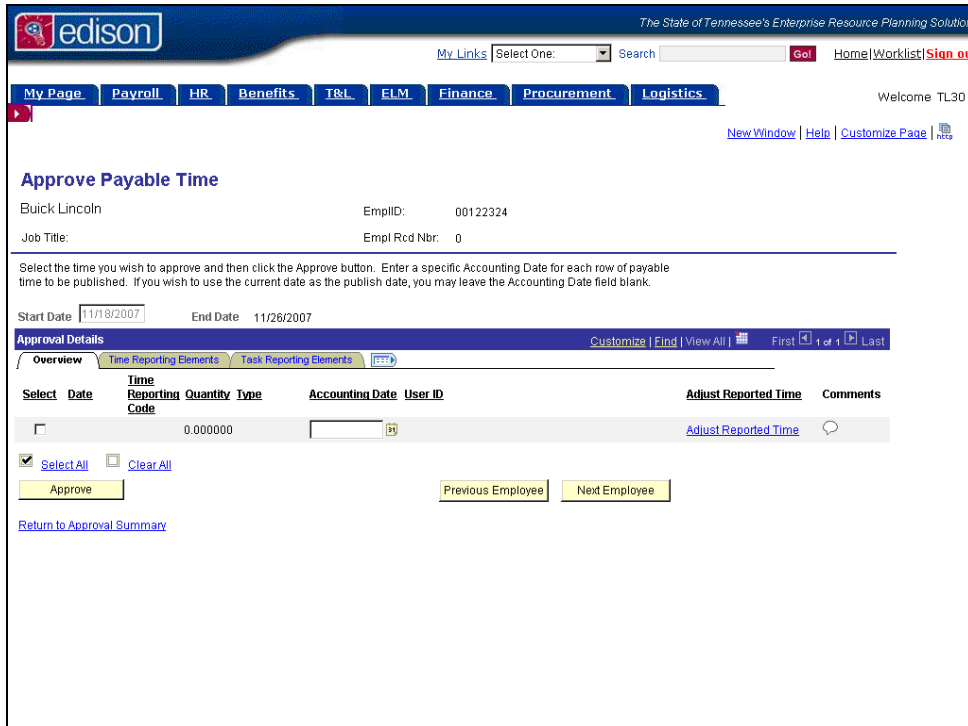


The screenshot shows the Edison system interface. At the top, there is a navigation bar with the Edison logo and the text "The State of Tennessee's Enterprise Resource Planning Solution". Below this, there is a search bar and a "Go!" button. A horizontal menu contains several tabs: "My Page", "Payroll", "HR", "Benefits", "T&L", "ELM", "Finance", "Procurement", and "Logistics". The "Logistics" tab is currently selected. On the right side, there is a "Welcome" message followed by the user's name "TL30". Below the navigation bar, there is a confirmation dialog box with the text: "Are you sure you want to approve the time selected? (13504,2500)". Below this text, it says: "Once the page is saved, the time cannot be 'Unapproved'. Press OK to Approve or press Cancel to not save the approval." At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Step	Action
51.	<p>Time in the Edison system cannot be "Unapproved".</p> <p>Corrections to the time would be made by submitting a corrected timesheet for the employee. The corrected timesheet would create reversals and require approval from the supervisor.</p> <p>Click the OK button.</p> 

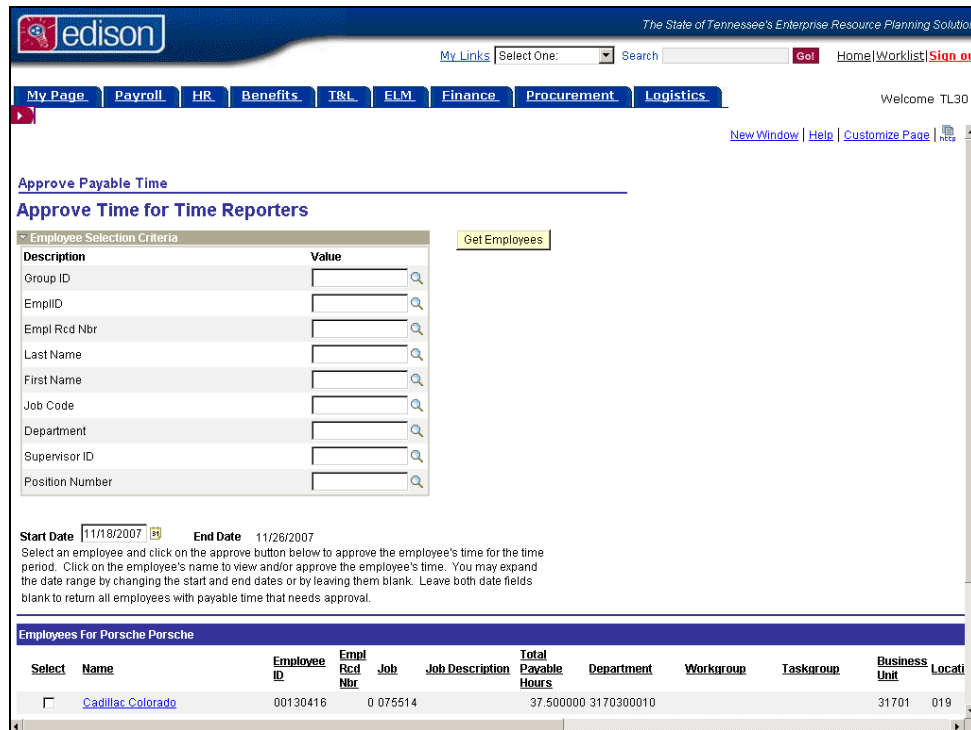


Step	Action
52.	Click the OK button. 
53.	You are returned to the same Approve Payable Time page for <i>Bentley</i> . Notice that the time is no longer available for approval. In order to see the Payable Time , you would need to navigate to either the Payable Time Summary or the Payable Time Detail .
54.	Buttons are provided to allow you to navigate to your Next Employee or Previous Employee . You can use these buttons or the Return to Approval Summary link to view your next Approve Payable Time page.



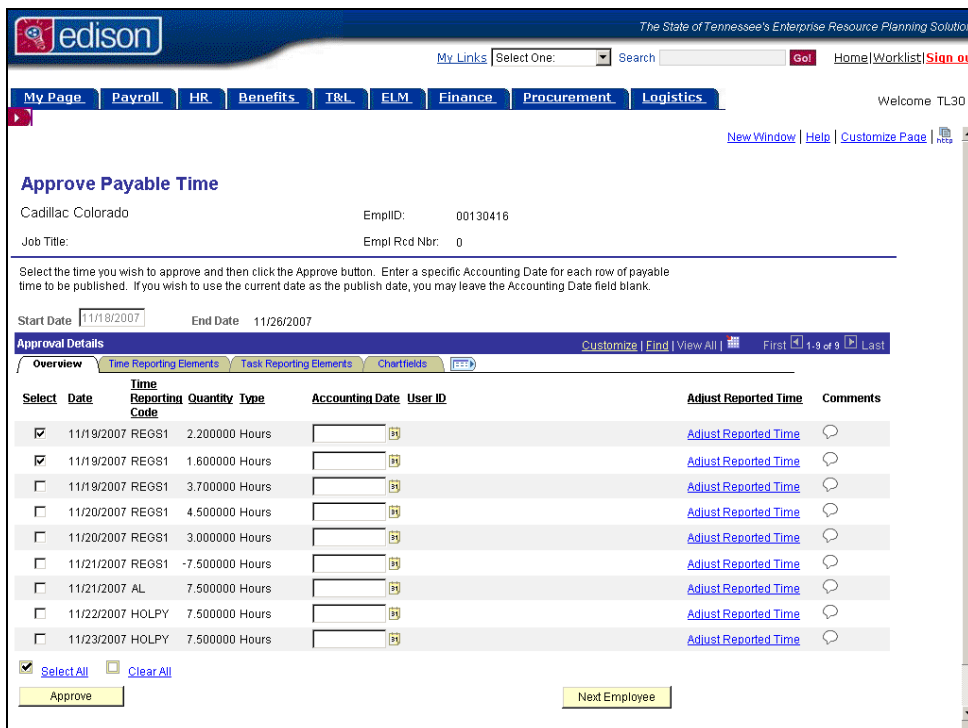
The screenshot shows the 'Approve Payable Time' page in the Edison system. At the top, there's a navigation bar with tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the user is logged in as 'Buick Lincoln' with Employee ID '00122324' and Job Title 'Empl Rcd Nbr: 0'. The page instructs the user to 'Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.' The 'Start Date' is set to 11/18/2007 and the 'End Date' is 11/26/2007. Below this is a table with columns: Select, Date, Time Reporting Code, Quantity, Type, Accounting Date, User ID, Adjust Reported Time, and Comments. The table contains one row with a quantity of 0.000000. At the bottom, there are buttons for 'Approve', 'Previous Employee', and 'Next Employee', along with a link to 'Return to Approval Summary'.

Step	Action
55.	Click the Return to Approval Summary link. Return to Approval Summary
56.	The original selection page is now displayed.



Step	Action
57.	Click the scroll bar.
58.	For our selected date range we now only have one employee pending approval. We have approved time for everyone except <i>Cadillac Colorado</i> .
59.	Click on the Name link displayed for <i>Cadillac Colorado</i> . Cadillac Colorado
60.	<p>Notice that 11/19 has three rows of information, but only one (7.5 hour) day was reported on the timesheet.</p> <p>The reason this has occurred is because the Task Profile ID we chose is set up to be allocated to three different buckets (i.e. grants, projects, etc.).</p> <p>To view the Task Profiles associated with the employee's time, click the Adjust Reported Time link.</p>
61.	<p>On 11/20, the employee worked on two different Task Profiles which caused two lines to appear in payable time.</p> <p>To view the Task Profiles associated with the employee's time, click the Adjust Reported Time link.</p>

Step	Action
62.	When approved payable time is modified, a reversal (-) is created. The original, reversal, and new entry lines all need to be approved. Note: Not only will changes to TRCs create reversals, but also changes to Task Profiles may also create reversals.
63.	Click the checkbox corresponding to 11/19 . <input type="checkbox"/>
64.	Click the checkbox corresponding to 11/19 . <input type="checkbox"/>



The screenshot shows the 'Approve Payable Time' interface in the Edison system. At the top, there's a navigation bar with tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. Below this, the user is logged in as 'Cadillac Colorado' with EmpID: 00130416. The page displays a table of time reporting elements with columns: Select, Date, Time Reporting Code, Quantity, Type, Accounting Date, User ID, Adjust Reported Time, and Comments. The first two rows are selected. The page also includes a 'Start Date' field set to 11/18/2007 and an 'End Date' field set to 11/26/2007. At the bottom, there are buttons for 'Approve' and 'Next Employee'.

Step	Action
65.	Click the checkbox corresponding to 11/19 . <input type="checkbox"/>

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My Links Select One: Search Go! Home/Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics

Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Approve Payable Time

Cadillac Colorado EmplID: 00130416
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1-9 of 9 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	2.200000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/19/2007	REGS1	1.600000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/19/2007	REGS1	3.700000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/20/2007	REGS1	4.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/20/2007	REGS1	3.000000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	REGS1	-7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	AL	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

Approve Next Employee

Step	Action
66.	Click the checkbox corresponding to 11/20 . <input type="checkbox"/>
67.	Click the checkbox corresponding to 11/20 . <input type="checkbox"/>

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics Welcome TL30

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Approve Payable Time

Cadillac Colorado EmplID: 00130416
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

Approval Details Customize | Find | View All | First 1-9 of 9 Last

Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	2.200000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/19/2007	REGS1	1.600000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/19/2007	REGS1	3.700000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	4.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	3.000000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	REGS1	-7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	AL	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

Approve Next Employee

Step	Action
68.	Click the checkbox corresponding to 11/21 . <input type="checkbox"/>

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My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Finance Procurement Logistics Welcome TL30

[New Window](#) [Help](#) [Customize Page](#) [Help](#)

Approve Payable Time

Cadillac Colorado EmplID: 00130416
Job Title: Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 11/18/2007 End Date 11/26/2007

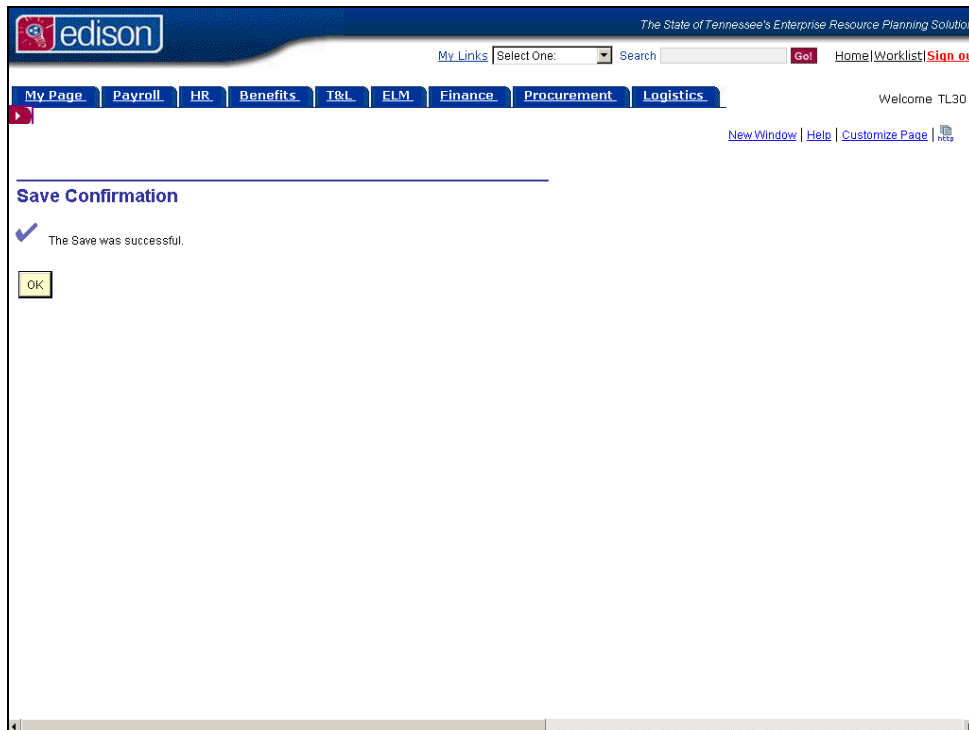
Approval Details Customize Find View All First 1-9 of 9 Last


Overview Time Reporting Elements Task Reporting Elements Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	11/19/2007	REGS1	2.200000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/19/2007	REGS1	1.600000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/19/2007	REGS1	3.700000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	4.500000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/20/2007	REGS1	3.000000	Hours			Adjust Reported Time	
<input checked="" type="checkbox"/>	11/21/2007	REGS1	-7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/21/2007	AL	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/22/2007	HOLPY	7.500000	Hours			Adjust Reported Time	
<input type="checkbox"/>	11/23/2007	HOLPY	7.500000	Hours			Adjust Reported Time	

☒ Select All ☐ Clear All

Step	Action
69.	Click the checkbox corresponding to 11/21 . <input type="checkbox"/>
70.	Click the checkbox corresponding to 11/22 . <input type="checkbox"/>
71.	Click the checkbox corresponding to 11/23 . <input type="checkbox"/>
72.	Click the Approve button. <input type="button" value="Approve"/>
73.	Time in the Edison system cannot be "Unapproved". Corrections to the time would be made by submitting a corrected timesheet for the employee. The corrected timesheet would create reversals and require approval from the supervisor. Click the OK button. <input type="button" value="OK"/>



Step	Action
74.	Click the OK button. 
75.	In addition to the weekly Payable Time Approval we have demonstrated in this lesson, supervisors must return to the Payable Time Approval page at the end of each pay period prior to the Time and Labor cut-off date. At this time, the supervisor would select a date range to view additional payable time needing approval for the current pay period and one prior pay period. This action ensures that no payable time that has processed is still pending approval. You have successfully Approved Payable Time for Buick Lincoln, Bentley Bentley, and Cadillac Colorado . End of Procedure.

5 Steps to Process Employee Timesheets

Step 5

Approve
Employee
Payable
Time

Step 4

View
Payable
Time Detail

Step 3

View
Payable
Time Summary

Step 2

Manage
Exceptions

Step 1

View
Employee
Timesheet

Edison Approval Process

Access Training Information Online

Project Edison - A Bright Idea For State Government

<http://intranet.state.tn.us/erp>

Training Project Edison

(Basic Navigation, Training Courses, UPK, Training Locations and more)

<http://intranet.state.tn.us/erp/training.html>

Course Evaluation

<http://intranet.state.tn.us/erp/training.html>

Edison Help

Edison Help Desk is available for all questions

- Limited hours until full system go-live
 - *8:00 am - 4:30 pm CST*

- **EDISON HELP DESK:**
 - *741-HELP (615-741-4357) or 866-376-0104*
 - Edison.hd@state.tn.us

- **CENTRAL PAYROLL CALL CENTER:**
 - *615-741-PAID or 877-944-3873*

- **BENEFITS SERVICE CENTER:**
 - *615-741-3590 or 800-253-9981*